VETERANS ASSISTANCE COMMISSION
OF MACOUPIN COUNTY, ILLINOIS

MACVAC-FIN-001

Travel & Per Diem Reimbursement Policy

Governing All Authorized Travel by MACVAC Officers, Employees, and Commissioners

Policy Number:	MACVAC-FIN-001
Effective Date:	May 13, 2026
Version:	3.0 | May 2026
Legal Authority:	330 ILCS 45 (MVAA); 50 ILCS 150 (Local Gov't Travel Expense Control Act); IRS Notice 2026-10; GSA FY2026
Adopted By:	Ron Hubert, President — Board of Commissioners Tony O'Neal, Secretary — Board of Commissioners | Resolution R-2026-08
Resolution:	R-2026-08
Annual Review:	Required — Each calendar year by the Superintendent
Supersedes:	MACVAC-FIN-001 v2.0 (April 2026)

RATE AUTHORITY

Reimbursement rates in this policy are adopted by the Commission and reflect current GSA FY2026 and IRS 2026 standards, established under the Commission's independent authority pursuant to 330 ILCS 45 (MVAA). Rates are reviewed annually by the Superintendent and may be amended by Board resolution.

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Section 1 — Purpose and Authority

This policy establishes the travel and per diem reimbursement standards for the Veterans Assistance Commission of Macoupin County, Illinois. It applies to all authorized travel by the Superintendent, Veterans Service Officers, Administrative Staff, and Board Commissioners when conducting official MACVAC business.

Legal Authority

Authority	Citation	Application
Illinois Military Veterans Assistance Act	*330 ILCS 45*	Primary MACVAC operational authority; county-level obligations
Local Gov't Travel Expense Control Act	*50 ILCS 150*	Requires written travel reimbursement policy; governs rates
Illinois Military Veterans Assistance Act (330 ILCS 45)	*330 ILCS 45/9(c)*	MACVAC structure and Superintendent authority
IRS Standard Mileage Rate (2026)	*IRS Notice 2026-10*	$0.725/mile — subject to annual IRS update
GSA Federal Per Diem Rates (FY2026)	*41 CFR Ch. 301*	Lodging and M&IE caps; Macoupin Co. = CONUS standard
MACVAC Commission Rate Authority	*330 ILCS 45 (MVAA)*	Commission may establish and amend rates by resolution

Section 2 — Scope and Applicability

This policy applies to:

- The Superintendent / Veterans Service Officer (dual-hatted role)
- All employed Veterans Service Officers
- Administrative Assistant/Office Manager staff
- Board of Commissioners members traveling on officially authorized MACVAC business

This policy does NOT cover:

- Personal travel or commuting expenses between home and the primary MACVAC office
- Travel not pre-authorized per Section 3 of this policy
- Expenses incurred by spouses, dependents, or non-MACVAC personnel

Section 3 — Pre-Authorization Requirements

All travel requires advance written authorization before expenses are incurred. Authorization levels are as follows:

Travel Type	Authorization Required	Timing
Day trip — in-state, no overnight	Superintendent self-authorization	Before departure

In-state overnight	Board President or designee	Minimum 14 days prior
Out-of-state (e.g., NACVSO — Reno, NV)	Board vote at regular meeting	Minimum 30 days prior; included on agenda
Conference registration fee	Superintendent authorization	Before registration deadline
Emergency travel (extenuating circumstances)	Superintendent + Board President	Retroactive ratification at next board meeting
Pre-authorized conference (Section 6)	Superintendent self-authorization	Minimum 14 days prior

Note: Travel costs associated with conferences and training events pre-authorized by the Board under Section 6 are assumed within the approved conference budget. No separate per-trip authorization is required for individual costs within that approved allocation.

Section 4 — Reimbursement Rates

The following rates are Commission-adopted standards per 330 ILCS 45 (MVAA), aligned with GSA FY2026 and IRS 2026 standards. Any amendment requires Commission action by resolution.

Mileage

Vehicle Type	Rate	Source	Effective Date
Personally Owned Vehicle (POV) — automobile	**$0.725 per mile**	*IRS Notice 2026-10*	January 1, 2026
Personally Owned Vehicle (POV) — motorcycle	Actual documented cost — receipts required	No IRS standard mileage rate for motorcycles (IRS Notice 2026-10 covers automobiles only)	N/A

Mileage is calculated from the MACVAC office in Carlinville, IL (or the traveler's home, whichever is less) to the destination and return. Online mapping tools (Google Maps / MapQuest) shall be used to document mileage.

Meals & Incidental Expenses (M&IE) — Per Diem

Location	Daily M&IE Rate	First/Last Day (75%)	Source
Illinois — CONUS Standard (all IL counties not separately listed)	**$68.00/day**	$51.00/day	*GSA FY2026*
Reno, NV (NACVSO Conference location)	**$79.00/day**	$59.25/day	*GSA FY2026 — Washoe County NV*

Other out-of-state destinations	**Per GSA destination rate**	75% of applicable rate	*GSA FY2026 — confirm at gsa.gov*

The GSA 75% rule applies: the first and last day of travel are reimbursed at 75% of the applicable daily M&IE rate. If a conference provides meals as part of registration, the M&IE rate is reduced proportionally (breakfast: 20%, lunch: 30%, dinner: 50% of daily rate).

Lodging

Location	Max Nightly Rate (room only)	Hotel Tax	Source
Illinois — CONUS Standard	**$110.00/night**	Actual (verify locally)	*GSA FY2026*
Reno, NV (NACVSO)	**$180.00/night (conference block)**	Actual (verify locally)	*NACVSO 2026 hotel block rate*
Other out-of-state	**Per GSA destination rate**	Actual	*GSA FY2026 — confirm at gsa.gov*

Travelers are expected to use government-rate or conference-block hotel rates when available. Lodging above the GSA cap requires prior Board authorization and documentation explaining why lower-cost alternatives were unavailable.

Transportation — Other Modes

Mode	Reimbursement Rule
Commercial Airfare	Actual economy/coach fare — receipts required. Book minimum 21 days in advance when possible.
Rental Car	Actual cost — economy/compact class. Requires pre-authorization. Government rate preferred.
Taxi / Rideshare	Actual cost — receipts required. Use when more economical than rental.
Public Transit / Rail	Actual cost — receipts required.

Conference Registration Fees

Authorized conference registration fees are reimbursable in full upon submission of receipt and pre-authorization. The following conferences are pre-authorized for 2026:

Conference	2026 Dates	Attendees	Authority

IACVAC Annual Conference	Date TBD — see veteransbenefitsillinois.org/training	Up to 3 staff	*330 ILCS 45/9(c); IACVAC membership*
IACO Spring Conference	April 22–24, 2026 — Springfield, IL (completed; see iacoonline.org for 2027 dates)	Up to 3 staff	*330 ILCS 45/9(c); IACO membership*
IACO Fall Conference	November 16, 2026 (confirm at iacoonline.org)	Up to 3 staff	*330 ILCS 45/9(c); IACO membership*
NACVSO Annual Conference	May 31–June 5, 2026 — Reno, NV	Up to 2 staff	*NACVSO accreditation; 38 CFR VSO standards*

Non-Reimbursable Expenses

The following are NOT reimbursable under this policy:

- Alcoholic beverages
- Personal entertainment, recreational activities, or sightseeing
- In-room movies, mini-bar charges, or personal phone calls
- Traffic or parking violations and fines
- Lost or stolen personal property
- Expenses for spouses, guests, or non-MACVAC personnel
- Travel insurance premiums (unless pre-authorized for international travel)
- Expenses without receipts over $25.00

Section 5 — Travel Voucher & Documentation Requirements

All travel reimbursement requests must be submitted within 30 calendar days of return from travel. Requests submitted beyond 30 days may be denied at the Superintendent’s discretion.

Required Documentation

Each travel reimbursement request must include ALL of the following:

- Completed MACVAC Travel Voucher Form (signed and dated)
- Pre-authorization documentation (email, board minutes excerpt, or written approval)
- Original receipts for all lodging, registration, airfare, and individual expenses over $25
- Printed MapQuest/Google Maps mileage documentation (for POV mileage claims)
- Conference agenda or registration confirmation (for conference travel)
- Hotel folio (itemized — not just the card charge summary)
- Per diem calculation worksheet showing first/last day proration
- Notation of any conference-provided meals (for M&IE deduction)

Submission and Approval Chain

Role	Submission	Approval Authority	Payment Processing
Superintendent	Submits to Board President or designee	Board President or Finance Committee	Per MACVAC accounts payable process
VSO / Admin Staff	Submits to Superintendent	Superintendent	Per MACVAC accounts payable process
Board Commissioner	Submits to Superintendent	Superintendent	Per MACVAC Travel Policy

Record Retention

All travel vouchers, receipts, and supporting documentation shall be retained for a minimum of 7 years in accordance with the Illinois Local Records Commission approved retention schedule (Application No. 25:063, Item 203 — Paid Bills, Invoices & Vouchers). Records are subject to FOIA production upon request.

Section 6 — Authorized Conferences 2026

The following conferences are pre-authorized for Fiscal Year 2026. Attendance does not require individual board approval but does require pre-authorization per Section 3.

Conference	Purpose / Authority	Max Staff	Est. Cost (per person)
IACVAC Annual Conference	State MACVAC best practices; IACVAC accreditation; 330 ILCS 45/9(c)	**3**	$500–$800 est.
IACO Spring Conference	IL county officers training; OMA / FOIA updates; 330 ILCS 45	**3**	$400–$600 est.
IACO Fall Conference	IL county officers fall session; legislative updates; 330 ILCS 45	**3**	$200–$400 est.
NACVSO Annual Conference	VSO accreditation CEUs; national claims training; 38 CFR VSO standards	**2**	$1,200–$1,800 est.

Section 7 — Administration and Enforcement

The Superintendent is responsible for administering this policy and ensuring compliance by all MACVAC personnel and Board members.

This policy shall be reviewed annually and updated to reflect current IRS mileage rates, GSA per diem tables, and any applicable updates to Macoupin County's adopted travel standards. The Commission retains authority to set MACVAC reimbursement rates and may amend this policy by resolution.

Violations of this policy, including submission of fraudulent or unsupported expense claims, may result in disciplinary action up to and including termination of employment, and may be referred to the Macoupin County State's Attorney.

This policy is adopted pursuant to the authority granted under 330 ILCS 45 (MVAA) and 50 ILCS 150 (Local Government Travel Expense Control Act). Where the Commission has not established a specific rate, applicable GSA and IRS standards shall govern. Rate modifications require Commission action by resolution.

Section 8 — Adoption Block and Amendment Log

Policy Number:	MACVAC-FIN-001
Policy Title:	Travel & Per Diem Reimbursement Policy
Version:	3.0
Effective Date:	May 13, 2026
Adopted At:	May 13, 2026 Regular Board Meeting — Veterans Assistance Commission of Macoupin County
Resolution Number:	R-2026-08
Supersedes:	MACVAC-FIN-001 v2.0 (April 2026)
Next Review Date:	October/November Regular Board Meeting (Annual)
Custodian:	Superintendent, Veterans Assistance Commission of Macoupin County

Amendment Log

Amend. #	Date	Description	Authorized By
[Pending — No amendments recorded prior to initial Board adoption]			

ACKNOWLEDGMENT OF RECEIPT & UNDERSTANDING

MACVAC-FIN-001 — Travel & Per Diem Policy

Veterans Assistance Commission of Macoupin County, Illinois

I acknowledge that I have received, read, and understand the Travel & Per Diem Policy (MACVAC-FIN-001) of the Veterans Assistance Commission of Macoupin County. I understand that compliance with this policy is a condition of my employment with MACVAC. I agree to abide by its provisions and understand that violations may result in disciplinary action up to and including termination.

Printed Name: ____

Title / Role: ____

Signature: X _____________________________________

Date: ____

Veterans Assistance Commission of Macoupin County, Illinois — Travel & Per Diem Policy (MACVAC-FIN-001) — Adopted pursuant to 330 ILCS 45 and 330 ILCS 45/9(c)