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TO: Chapter Commanders and Adjutants
Chapter DEC/Alt DEC Representatives
Department Officers

FROM: Dr. Carl Forkner, Department Adjutant

SUBJ: REQUIREMENTS FOR TRIPS FUNDED BY DEPARTMENT

DATE: July 22, 2026

As you know, beginning July 1, 2026, the policy requiring all travel reimbursement vouchers to be submitted to Department for processing is the 10th of each month for the prior month's expenditures commenced. This policy remains in place—reimbursement vouchers submitted after the 10th will not be paid.

Additionally, because a trend has been noticed at both past National Conventions and this year's Department Convention, each individual submitting a travel reimbursement voucher must also include a ***trip report*** that indicates key items from the trip (listed on the form). ***The trip report must be filed with the travel reimbursement voucher,*** or reimbursement will not be processed. This includes requests for mileage reimbursement by Department.

Why is this policy being instituted? During the last National Convention, Mid-Winter Conference, and Department Convention, there were numerous cases where officers, delegates, and DEC/Alt DECs were not present at meetings or seminars where they were expected to participate. This wastes Department resources, as we get little-or-no return for the investment in your attendance.

Additionally, you must ensure that any personal travel expenses (such as travelling early or departing late for personal leisure reasons) must be kept separate from authorized travel expenses to ensure proper submission and processing of travel reimbursement vouchers.

This policy will remain in force until amended or canceled by another Adjutant Memorandum.

Sincerely,

Carl B. Forkner

cc: Admin (Mary & Yvonne)
DAVA Adjutant (information purposes)