

Kingdom of An Tir – Office of the Exchequer

Travel Reimbursement Procedure (or “How do I get where I have to be?”)

The following has been written to clarify in-kingdom travel reimbursement, based on Society rules (per the *Chancellor of Exchequer Officer’s Handbook*) and Kingdom Law of An Tir.

Basics of Travel: what is allowed?

- ✚ Reimbursement for necessary travel to events or in performance of the duties of their office is allowed for:
 - Royalty
 - Kingdom Officers
 - Champions
- ✚ Travel reimbursement is defined as
 - Reimbursement for travel by private vehicle (including tolls, etc.):
 - At current rate authorized by the US IRS (now \$0.14 per mile), or
 - Actual reimbursement for fuel receipts for miles traveled.
 - Reimbursement for travel by commercial carrier
 - Airfare, etc. for Crown travel where reasonable
 - Airfare, etc. for Officers attending society-level meetings/symposiums

What documents govern allowable travel in An Tir?

- ✚ *An Tir Kingdom Financial Policy, section VI, (Reimbursement of Expenditures)*
- ✚ *An Tir Kingdom Law, Article IV, section F.1., (Finances of Kingdom Officers)*
- ✚ *Society’s Chancellor of Exchequer Officer’s Handbook (Chapter 3)*
- **Other Travel Q & A** (When in doubt, ask “is it reasonable and necessary?”)
 - Tolls, Parking and Ferries – Yes, it’s reimbursable travel, if reasonable and necessary.
 - Traffic or Parking tickets – No, it’s not reimbursable travel.
 - Vehicle repairs/breakdowns – No, it’s not reimbursable travel.
 - Repair of SCA owned equipment (trailers, etc.) – Yes, reimbursable equipment maintenance.
 - Air Fare for the Crown – Yes, it’s reimbursable travel, within reason and budget limits.
 - Air Fare for Officers/Champions – Yes, can be reimbursable, LIMITED to mileage rate;
 - Reimbursement at LESSER of 14 cents per mile or actual cost of airfare.

How to claim reimbursement for travel?

- Submit a Cheque Request to Kingdom Exchequer, including mileage detail for each trip;
 - Supplemental Mileage Reimbursement form from Exchequer web-site can be used.
- To claim reimbursement of actual fuel used instead of standard reimbursement rate:
 1. Fill-up vehicle before start of trip,
 2. Purchase fuel as needed during trip, and fill-up immediately on return,
 3. Submit fuel receipts for fuel purchased during trip and fill-up at end (do NOT include first fill-up at the start of the trip), along with miles traveled.
 4. Fuel use will be checked against mileage; MPG must be reasonable.

An Tir Exchequers Office – Travel Reimbursement Procedure (cont.)

Out-of Kingdom Travel.

There are separate policies specific to the Raven Travel Fund, which was set up to assist royalty in travel to out-of-kingdom events. These policies include the stipulations that:

“...Money from this fund shall be made available to the Kings and Queens of An Tir for out of Kingdom Travel to Major events that Royalty from other Kingdoms will be present at, such as Pennsic, Estrella, An Tir/West War, and events where there are Courts including more than 3 (Three) different sets of Royalty.”

“It is the responsibility of the Royalty of An Tir to maintain and attempt to increase the Inter-Kingdom Travel Fund through fund raisers and the solicitation of donations. An attempt should be made to leave the fund with more money than it had when the Royalty ascended the thrones.”

Excerpts from governing documents:

Per Society’s *Chancellor of Exchequer Officer’s Handbook* (Chapter 3), travel can be both an administrative and an event related event. Travel by Royalty is considered event related.

Office and Admin Travel: “Travel for officers in fulfillment of the duties of that office ... is allowed. Travel for officers to meetings such as symposiums is allowed if that person’s attendance is of benefit to the branch sponsoring the travel. Reimbursable travel expenses are gas, tolls and oil receipts, or 14 cents per mile traveled.”

Event Related Expenses: “This is travel related to an event’s administration (such as extraordinary travel for an officer to a site outside the borders of the branch where his or her attendance is required by the office), or expenses incurred by Royalty in traveling to events. Reimbursable travel expenses are gas, tolls and oil receipts, or 14 cents per mile traveled.”

This section of the Handbook specifies that insurance, repairs and tickets are NOT reimbursable. It is also noted that the SCA does not rent cars, however the SCA may reimburse for car rentals. The mileage reimbursement rate of 14 cents per mile is subject to change, and should be the current allowable volunteer mileage reimbursement per US IRS regulations.

Under Specific Instructions for Forms in the Society’s *Chancellor of Exchequer Officer’s Handbook* (Chapter 8), “Travel (Gas, Tolls, Airfare)” is described as:

“Any expense created by travel related to the group’s operation is categorized here. Examples are gas, tolls, oil, airfare for Crowns’ trips, rental car expenses (although the SCA doesn’t rent cars, we will reimburse individual expenses for rental cars if used solely for SCA business and approved beforehand), sending your officer to a symposium, etc. Not allowed are insurance, repairs, and traffic or parking tickets.”

An Tir Kingdom Law, Article IV, section F.1., (Finances of Kingdom Officers) states that:

“Kingdom Greater Officers shall also be reimbursed for reasonable telephone and travel expenses incurred in conjunction with their offices. Expenses are subject to the limits of Officer’s budget and approval of the Financial Committee.”

“Kingdom Champions are defined as Officers of the Royal Court and as such are required to attend Kingdom Level events. Champions may be reimbursed for reasonable travel expenses to required events after consultation with the Financial Committee.”

“Reasonable travel expenses are defined as the equivalent of mileage paid at \$0.14 per mile, or current rate authorized by the US IRS, to and from an event in one vehicle.”