

**Minnesota Federation of National Active and Retired Federal Employees (NARFE)
Allowable Expenses and Fiscal Procedures for Conducting Official NARFE Business**

1. Prior to the start of a new fiscal year, the Federation Treasurer develops a draft/projected budget that is reviewed and approved after any changes are made by the Federation Executive Board. After three (3) years the Federation Treasurer can shred files if they appear to no longer have value to the Federation.
2. If attending the National Conference, the President, or designated alternate, shall be paid expenses up to \$1,000.00, or what is budgeted for that year. If attending the President's Meeting (non-National Conference years), the President, or designated alternate, shall be paid expenses up to \$1,000.00, or what is budgeted for that year.
3. If attending the State Federation Conference, Federation Officers and Appointed Chairpersons shall be paid the following : room at single rate, mileage, meals for officer/ chairperson only, while traveling to and from the State Conference. Note: Following attendance at the State Conference, newly elected Federation Officers/Chairpersons are entitled to mileage, meals, and toll fees incurred on their return home.
4. District Expenses:
 - a. Once a year, District Field Officers can be paid mileage to attend one chapter meeting for all chapters within their own district, plus an installation meeting. With prior approval of the Federation President, mileage may be reimbursed for necessary attendance at other chapter meetings.
 - b. District Field Officers can use \$100.00/year (at their discretion for District business), but the use of these Federation funds must be fully documented/with attached receipts on the Federation voucher form.
 - c. District Field Officers can use up to \$200.00 for a District or combined District meeting, but the use of these Federation funds must be fully documented/with attached receipts, on the Federation voucher form.
 - d. Chapter visits or other official Federation business visits by non-District Field Officers, requires prior Federation Presidential approval for reimbursement. These requests should be made through the District Field Officer to the President.
5. For all other official Federation business (i.e., Federation Board meetings, Health Fairs, legislative activities, workshops), state officers/chairpersons may be reimbursed for the following expenses: admission or registration fees, room at the single rate, mileage and toll fees, and meals for officer/chairperson only. Except for Federation Board meetings, reimbursement approval should be requested in advance of the event (if at all possible), and approved by the Federation President.
6. Mileage will be reimbursed at the current IRS rate. Whenever possible, car pooling is encouraged to conserve Federation expenses.
7. All Federation expenses should be supported by receipts. List all reported expenses/ mileage, by date, on the NARFE Federation Officer's Expense Voucher form; attach receipts; submit the completed form quarterly to the Federation President, and if possible within the same fiscal year.
8. When determined necessary, all appointed Chairpersons may be authorized funds for two mailings/per year to their chapter counterparts on NARFE matters, with the prior approval of the Federation President.

9. For the death of members/spouses of the Federation Executive Board, Region V Vice President, and Past Federation Presidents, the Federation President is authorized to send flowers or a memorial at a cost not to exceed \$75.00.

10. Awards:

a. The chapter having the highest percent of increase in membership for the current year (ending December 31st), will receive the Lawrence Biever Membership Award at the next State Conference. This award, started in memory of Lawrence Biever by his wife, includes a check for the chapter (\$50.00 from the Federation), and a certificate. The certificate shall state: "Lawrence Biever Membership Award. For having the highest percentage of new members in the current year, this chapter symbolizes the dedication of its members in preserving the benefits of active employees and retirees."

b. Excluding Federation Officers, a certificate and check for \$50.00 shall be awarded at the next State Conference to the member who recruits the largest number of new members (as of December 31st of the current year).

Federation President

Earl O. Krutson

Federation Treasurer

Richard J. Zitar

Date

9-27-2021