

**Pre-Convention Reimbursement requests for eligible expenses (see below) must be received by June 30. Submit to David Lee, 3613 Lott Street, Endwell, NY, 13760**

PER DIEM (PD) rate is \$65.00 per day. TRAVEL (T) includes round trip by auto at the current per mile rate in use by The American Legion, Department of New York\*, and tolls. Specify starting and ending locations, along with the total mileage and include toll receipts (receipts for tolls required for reimbursement). \*The per mile reimbursement rate of The American Legion, Department of New York, is \$0.40 as of September 17, 2005. Eligibility for reimbursements at a Detachment Convention from Detachment Manual Finance Schedule A is as follows:

Detachment Commander	T/R
Detachment Adjutant	T/R
National Executive Committeeman	T/R
Alternate National Executive Committeeman	PD/T
Detachment Vice Commanders	PD/T
Detachment Chaplain	PD/T
Detachment Historian	PD/T
Detachment Master-At-Arms	PD/T
Detachment Judge Advocate	PD/T
District Commanders	PD/T
Detachment Convention General Chairman	T/R
Detachment Convention Hosing Chairman	T/R
Past Detachment Commanders	PD/T
Detachment Commission Chairmen	PD/T
Commission/Committee members	PD
Detachment Asst. Sgts.-At-Arms (6 Maximum)	PD
Detachment Asst. Adjutants (3 Maximum)	PD/T
Web Master	PD/T
Detachment Color Guard	R (3 Rooms) T (6Max)