STANDARD OPERATING PROCEDURES
OF THE
DEPARTMENT OF SOUTH DAKOTA
VETERANS OF FOREIGN WARS

Effective June 15, 2026

The specific procedures set forth herein are not intended to be all encompassing. Rather they are presented as guidelines to be followed. In situations not specifically addressed by these procedures, it is assumed that officers and other personnel of the organization will act in the best interests of the organization. Nothing contained herein is intended to alter or set aside any of the requirements contained in the National and State Bylaws.

1. A copy of any correspondence which affects Department policy originated by any Department Council of Administration Officer will be expeditiously submitted to the Department Headquarters for record file purposes.
2. The Department Commander and/or the Quartermaster will not approve payment for any expenses which do not contain adequate documentation or invoices attached to the voucher. Where disbursements are made for cash amounts (such as for certain Hospital Fund activities), proper accounting for cash will be accomplished and necessary document attached to the payment voucher. Where cash is used for awards, the awarding officer shall indicate disposition of the cash on the voucher. Payment will not be made from a budgeted account if the account is or will be overdrawn without approval of the Commander and/or the Quartermaster.
3. Under no circumstances will Department checks be written to “CASH.” The appropriate Department Officer or business entity must be listed as the payee.
4. All checks approved for payment must be signed by the Department Quartermaster, Department Commander, Department Sr. Vice Commander, or Department Jr. Vice Commander.
5. Expense vouchers must be submitted to Department Headquarters after the expense is incurred, except in mitigating circumstances. All expense vouchers in the hands of the Department Quartermaster will be paid in a timely manner after council meetings, conventions, and special events.
6. Long distance phone calls made on the Headquarters phone to be limited to official Department business. Department cell phone, with the email, internet, and texting capabilities, will be furnished for the State Adjutant/Quartermaster. The State Commander may be reimbursed $30 per month (July through June of their Command Year) to cover potential additional cost due to conducting Department of SD VFW business. If State Adjutant/Quartermaster chooses to use their own cell phone, compensation will be $115 per month plus the cost of hot spot not to exceed $25 per month.
7. The Department Quartermaster shall prepare and maintain up-to-date record of all Department equipment (including computers/tablets assigned to District Commanders) to include a description of each piece of equipment, the serial numbers (where appropriate), purchase

date, and cost of item. Where custody rests with other than the Department Quartermaster, custodial signatures shall be maintained. If a piece of equipment is no longer useful or traded in or otherwise disposed of, complete record will be made on the equipment record. An inventory shall be conducted as necessary to determine the existence and condition of equipment and report of the inventory will be made available as necessary. A Copy of the inventory will be kept on file at Department Headquarters.

8. No reimbursement will be made for merchandise purchases unless prior approval of the State Commander or the Adjutant/Quartermaster has been obtained. Office supplies or other purchases may not exceed $350 without approval of the State Commander.
9. All checks made payable to the Department will be deposited immediately in all cases not later than 30 days after receipt by Department Headquarters.
10. When more than one officer, Council member, or person authorized expenses ride in a privately owned vehicle, traveling at Department expense, only one person will be entitled to reimbursement for mileage. If members of the VFW and Auxiliary are authorized travel expenses ride in the same vehicle, each organization will pay equal share of the mileage rate.
11. Officers and other persons authorized to travel with overnight lodging at Department expense shall submit a copy of the lodging receipt when requesting reimbursement.
12. District Commanders are members of the Council of Administration and will be paid to attend Conventions and Council meetings. The Department Convention is an exception where both the outgoing and incoming District Commanders will be paid to attend the Department Convention.
13. The District Inspector or District Commander (who is in fact a State Deputy Inspector) will be paid Departmental rates for mileage to inspect each Post within his/her District. District Commander cannot inspect his/her own Post. The District Commander will have to designate an individual from another Post to conduct the inspection and that individual will be paid mileage at Department rates. Where return visits are required because of problems at the Post level specific prior approval for funding must be obtained from the State Commander or the State Quartermaster. All other Post visits must be at the expense of the District with the individuals making the visit or the District Commander.
14. District Commander incurring postage and other expenses for Departmental business as directed by Department Headquarters shall submit copies of the appropriate invoices. District Commanders are to minimize both postage and other expense amounts claimed. Expenses for postage to Posts that are required because of date and time change to District meetings will be paid by the Department. All other postage and expenses will be at the District expense. Districts are encouraged to use social media for communication with the Districts.
15. Department Officers shall be reimbursed for their service hats while holding the positions of Commander, Senior Vice Commander, Junior Vice Commander, Judge Advocate, and Surgeon.
16. While traveling within the Department of South Dakota, authorized trips the Department will reimburse the traveler for are as follows:
    a. Maximum support of $50 per authorized overnight stay which may be adjusted by the approval of the State Commander and/or State Quartermaster.
    b. Round-trip mileage to be paid at the State of South Dakota rate (limited to $750). This rate may be changed by the State Commander and/or State Quartermaster due to changes in gas prices.
17. The following Department Officers are authorized to receive reimbursement as outlined in paragraph 15 for attending the following activities:
    a. State Conventions and Council meetings – Council of Administration and all other individuals and committee chairpersons as authorized by the Commander. (Note: Any officer or member not using the rooms reserved by the Department for the various functions will not be paid the room allowance unless approved by the Commander or Quartermaster).

b. District Meetings – Department Commander or his designated representative will attend each District meeting.
c. Annual visit to VA Hospitals, State Veterans Homes and National Cemetery, and District 10 Mid-Winter meeting – State Commander, State Quartermaster/Adjutant, and Hospital Chairman. Other State Line Officers may attend at Department expense only if approved by the State Commander. (One 3-day trip District 10 mid-winter meeting, the 2nd day for visits in Hot Springs VA Facilities and the 3rd day for visits to Fort Meade VA Facilities and the National Cemetery). (One trip to Sioux Falls VA Hospital at another designated date).
d. South Dakota Veterans Council meeting – Consists of the current State Adjutant as a continuing appointment and two (2) At-Large members, preferably one (1) from the East side and one (1) from the West side of the State.
e. South Dakota State Veterans Commission meetings – State Commander, or designated representative.
f. Other South Dakota State Veterans Organizations Conventions – State Commander or designated representative.
g. Special invitations from posts of Special Functions – the requested Speaker, State Commander, or designated representative.
h. All other events or invitations – as directed by the State Commander. Note: Mileage claims will be submitted with digital files from Google Maps, MapQuest, Rand McNally or other electronic mapping capability.

18. State Funded (paid employees)
    a. Adjutant/Quartermaster
        i. Mileage at state rate
        ii. Room actual costs
    b. State Secretary/Assistant
        i. Mileage at state rate
        ii. Room actual costs
19. State VFW Youth Baseball Program will operate under their own internal SOP. The financial fiduciary responsibilities will fall under the State Quartermaster/Adjutant. Income and expenses will be covered from the State Baseball checking account.
    a. The baseball Chairman(s) will be bonded through the Department of South Dakota VFW with Tallman Insurance Agency.
20. Travel on authorized trips outside of the Department of South Dakota. The Department will reimburse the traveler as follows:
    a. Department of South Dakota VFW will purchase airline tickets. If you travel by privately owned vehicle reimbursement will be made at the State of South Dakota rate to and from destination or lowest airfare whichever is cheapest. You may travel any mode you desire, but if you travel by POV you must provide a cost effective analysis for airline versus POV usage. You will not be reimbursed if you did turn in the cost analysis with the expense voucher.
    b. The cost of the room including taxes.
    c. Per diem rate of $68 per day. First and last day per diem rate at $51.
    d. Luggage fees on airlines.
    e. Parking fees.
    f. Shuttle fees.
21. The following Department Officers attending the following activities will receive reimbursement as outlined in Paragraph 15 and 19.
    a. Big Ten Conference – State Commander, Sr. Vice Commander, Jr. Vice Commander, Adjutant/Quartermaster and the Immediate Past State Commander. Exception: When the Big Ten Conference is held in South Dakota the reimbursements will be made for mileage at the state rate, 2 nights lodging at full cost, and the cost of one registration. If

you receive a complimentary room, no lodging reimbursement will be allowed. The State Judge Advocate and Surgeon will also be authorized to attend and receive the same reimbursements.

b. Washington Conferences – State Commander, Sr. Vice Commander, Jr. Vice Commander.
c. National Convention – Commander, Sr. Vice Commander, Jr. Vice Commander, Adjutant/Quartermaster, and Immediate Past State Commander. If the Immediate Past State Commander receives a National appointment, he/she may be reimbursed the difference between the compensation provided by national and the cost determined by Department policy. He/she should place their name at the top of the list for National appointments.
d. National Legislative Committee – Member or State Officers may be reimbursed the difference between the compensation provided by National and the cost determined by Department policy.
e. National Service Officers Training – All Service Officers attending training may be reimbursed the difference between the compensation provided by the National VFW and the state of South Dakota and the cost determined by the Department policy within the amount that was budgeted for Service Officers training in the Department Annual budget.

22. Committee appointments – will be in accordance with State Bylaws and in any event no committee will consist of more than 5 members except the membership committee.
23. Only the State Commander can authorize lodging for individuals who are reimbursed for travel. Normal lodging will be 3 nights for the State Convention and 2 nights for Fall Council and Legislative meetings. Extra nights are only allowed for the performances of duties by Officers and Chairpersons and must be approved by the State Commander.
24. The Department will pay for no more than 18 Command Shirts for the State Commander. This consists of all members on the Council of Administration and the 3 National representatives for the Department of South Dakota.
25. The Department will pay for the Commanders Pins up to $1,000 and up to $1,000 for Coins for an amount not to exceed $2,000.00. If the amount is greater than $2,000.00 the State Commander must pay the difference.
26. Copies of this Standard Operating Expense (SOP) shall be sent to members of the Council of Administration, members, and other individuals who receive compensation. A copy of the SOP may be obtained by any member. This SOP is effective June 15, 2026.

***NOTE: Individuals being reimbursed to attend meetings must attend the meetings or forfeit their reimbursement.

This SOP supersedes all Standard Operating Procedures before this date.

OFFICIAL:

Brent Jones

State Adjutant/Quartermaster
Department of South Dakota
VFW

BY ORDER OF:

Rick Vanden Hoek

State Commander
Department of South Dakota
VFW