

MEMORANDUM

DATE: January 5, 2010

TO: All VFW Department Commanders, Adjutants/Quartermasters and MAP Chairmen

FROM: Michael Penney

SUBJECT: MAP Event Reimbursement Requests

This memo is provided to update the procedures for VFW Departments, Districts or Posts to request a MAP Grant reimbursement from VFW National Headquarters.

- **Do not assume expenditure will be reimbursed.** Each MAP Grant Application is reviewed individually. Refer to the MAP Grant FAQ document for information on what MAP can and cannot fund.
- Before committing your Department/Post funds, get pre-approval from the MAP office if you intend to seek reimbursement. Pre-approval authorization confirms if MAP will assist with the event and to what extent it will reimburse.
- A pre-approval request must include the event details; all sections of the MAP Grant Application must be completed, including the Event Calculator. Go to <http://www.vfw.org/resources/pdf/mapgrant.pdf> for application
- MAP Grant Application, receipts and MAP Event Project Report must be completed and submitted with your reimbursement request
- Reimbursement requests must be submitted within 30 days of the event. Event information submitted for reimbursement must be consistent with event information submitted for pre-approval.

Please distribute this information throughout your Department. If there are any questions, contact VFW National Military Services Director, Michael Penney at (816) 968-2777.