



Expense Reimbursement Approval Procedure

Complete the current Travel (& or Non-Travel) Expense Reimbursement Request (ERR) Online Form, available from the Finance page of the CoDA website.

ERRs submitted more than 60 days after the end of the event that necessitated the expense will be reimbursed but will be considered income to the person receiving the reimbursement and a 1099 will be sent documenting the income. Timely submission of Expense Reimbursement Requests (ERRs) is important. If trusted servants fail to submit an ERR within 120 days of the meeting or expense, CoDA will consider the expenses as an in-kind 7th tradition donation and will have no further responsibility to reimburse the trusted servant for their expenses. When a trusted servant splits their expenses between two CoDA entities, they are asked to submit all receipts to both entities at the same time. The trusted servant is then asked to adjust his/her Expense Reimbursement Request within 120 days of original submission indicating the amount received from the other entity.

If an Advance was received, indicate the amount of the Advance on the ERR and subtract the amount from the subtotal. If partial support for your expenses were received from another source, please subtract that from your subtotal. **Do not send check until ERR** has been processed and you have been notified how much you should refund!

If the Advance exceeds the expense incurred, the trusted servant agrees to submit a check or money order, within 10 days of notice of approval of his/her ERR, made out to CoDA Inc. to repay the difference. Checks are to be sent to the CoDA mailing address with a copy of the approved ERR. Foreign nationals should return the money via bank wire transfer directly into CoDA's bank account (contact the Treasurer for instructions.)

~~Attach an explanation of the purpose if Other is checked on the ERR.~~

Upon completion of a F2F, the committee chairs are responsible for submitting 1) an agenda for the F2F meeting to: a) document the purpose of the meeting and b) clearly shows dates and daily beginning & ending times of the meeting(s), 2) a list of those who actually attended, 3) a housing list so it is clear who shared hotel rooms and for how many nights, and 4) any unusual expenses or situations that need special attention in relation to reimbursements of expenses. Chairs should use the Meeting Information Sheet (MIS) for this purpose.

Attach all receipts and maps to and from destination when submitting reimbursement for mileage. As an alternative to providing maps, mileage may be documented by providing beginning and ending odometer readings, date of trip, and purpose. Documentary evidence ordinarily will be considered adequate if it shows the amount, date, place, and essential character of the expense. For example, a hotel receipt is enough to support expenses for business travel if it has all of the following information:

1) The name and location of the hotel, 2) the dates you stayed there, and 3) Separate amounts for charges such as lodging, meals, and telephone calls.

In cases where receipts have been lost, attach a signed statement to the ERR, explaining the missing receipt. Attach a copy of the credit card statement and any other available proof of purchase. If reasonable, the substituted documentation may be accepted as a receipt.

Attach Additional Info/Detail as may be required (for example, documentation of currency conversion rate used and currency conversion fees.)

Foreign nationals only: Fill in a Wire Transfer Form and send directly to the treasurer at Treasurer@coda.org to enable the Treasurer to transfer funds directly into your account (See the Finance webpage on www.CoDA.org for a copy of the form.)

Submit all Expense Reimbursement Requests as described below:

- **Online submission is preferred.** (Electronic files of receipts & documents can be attached to online form when filling it out.) Any other form of submission may result in delays. You will receive an email with your ERR tracking number from a third party vender within a few hours. If you do not receive it (after you look in your spam), contact bookkeeper@coda.org to get it resent. Receipts and other supporting documents can be sent to ERR@coda.org with the ERR tracking number in the subject line.
- **Optionally the online form can be printed and submitted** to ERR@coda.org. All Advances and ERRs submitted to ERR@coda.org will be receipted within 2 business days of submission with a tracking number that is to be used in all future correspondence about that ERR. (The final ERR for an Advance will use a different tracking number if submitted online.)
- If mailing or faxing, use the following:

CoDA Bookkeeper
c/o SOS - Association Management Solutions
7949 E. Acoma Drive, Suite 207
Scottsdale, AZ 85260
Fax: 480-289-5765

The bookkeeper will send the compiled paperwork to the approvers as shown below:

ERR From	Approved By 1	Approved By 1
Member	Committee Chair*	Finance Liaison
Committee Chair	Board Liaison*	Finance liaison
Finance Liaisons	Committee Chair*	Board Finance Liaison
Finance Chair	Board Chair*	Board Finance Liaison

Board Member	Board Chair*	Finance Liaison
Board Chair	Board Vice-Chair	Finance Chair

* The submission of the pre and post Meeting Information Sheet (MIS) will serve as the signer's approval of the ERR as long as the expenses on the ERR are consistent with the information reflected on the MIS.

If there is a conflict of interest between an approver and the submitter of the ERR, the next approver down the column will approve.

CoDA's bookkeeper will

- Check ERRs to be sure all receipts are included.
- Send ERRs & receipts to appropriate Finance Liaisons and Chair/Board Liaison as necessary.
- Upon receipt of approvals, **forward** the ERR to the Treasurer for payment

Treasurer processes payment and notifies submitter that payment has been processed.

If there are corrections needed on an ERR, one of the approvers contacts the submitter for resolution. Discrepancies will be handled between approver and submitter.

Our goal is to send reimbursement check within 30 days of submission to the ERR@CoDA.org.

Passed at CSC 2012, (motion 12031 7/11/12)

Bookkeeper address updated April 2013 and July 2014

Submission of ERRs to "the Treasurer (treasurer@coda.org) and" added at CSC 2013, (motion 13028, 7/10/13)

Revised and name changed at CSC 2014, (Motion 14041 7/9/14)

Revised at 2015 CSC (Motion 15086 7/16/15). Changes include references to timely submission, submission to ERR@CoDA.org, use of MIS for approval by chairs, and the use of tracking numbers for all ERRs and Advances.

Revised name and address for bookkeeper Aug 13, 2015.

Revised for online submissions Finance Motion 4-2 at CSC 2016