Introduction to CoDA Finance forms, policies, and procedures

Welcome to the CoDA Service Convention frequently referred to as CSC. This is a brief explanation of form and policies the Finance Committee has created and where you can find the latest version.

If you are being reimbursed in part or totally for your cost to come to CSC by CoDA, Inc., you will need to fill out a 2016 Travel Expense Reimbursement Request Online Form v2 [1] in order to be reimbursed. If you take the time to become acquainted with the Expense Reimbursement Policy [2] and Expense Reimbursement Approval Procedure, [3] filling out the form should be easier. The questions on the form are designed to help the finance Committee, the bookkeeper, and the treasurer to process your request for reimbursement. Please bring electronic copies of all your receipts except for meals to submit with your form on line. If you like flow charts to visually understand the approval process follow these link to Flow Chart of Advance Request Approval [4] and Flow Chart of Expense Reimbursement Approval Procedure [5].

If you need an advance on your travel expenses, the 2016 Travel Advance Request Form [6] is a PDF that can be filled in and submitted to ERR@coda.org.

Committees are to submit a budget to budget@coda.org 30 days before the start of the CoDA Service Convention. The form can be found at Committee Budgeting Form (2017) [7]. The Finance committee will compile the forms from each committee and present them to the Conference. If the requests for funds exceeds expected income, then the finance committee will ask committees to reduce their requests. As soon as a compiled budget is available, it will be posted to the delegates packet on the website.

Committee chairs are asked to fill out a Meeting Information Sheet (pre & post reporting form) [8] and ask your committee's board liaison to sign your form before the conference is over to aid in the quick processing of your Expense Reimbursement Request. For CSC, you only need to fill it out once.

There is a form for non-travel related expenses that a trusted servant may incur while serving on a CoDA committee: 2016 Non-Travel Expense Reimbursement Request Online Form v2 [9]

If you are traveling from a foreign country and have reimbursable expenses in a currency other than US Dollars (USD), you will need to fill in the Wire Transfer Form (for international travelers – follow special online form instructions) [10]. You will need to fill in two online forms, one for each currency you incur expenses. (flights are likely in your native currency and meals (per diem) is paid in USD)

If a link is not working, go to the website www.coda.org and choose the "Service Info" link at the bottom of each page. In the red box for "Current World Service Structure" choose "Finance" and you will find our page with all the links on it that are contained in this document.

[1] https://app.smartsheet.com/b/form?EQBCT=5aa0f2c4a20245a08899866a0294a179&ECA=err@coda.org
[2] http://coda.org/default/assets/File/CoDA%20Expense%20Reimbursement%20Policy%202015%2007.pdf
[3] http://coda.org/default/assets/File/Finance/CoDA%20Expense%20Reimbursement%20%20Approval%20Procedure%202015%2010-8.pdf
[4] http://coda.org/default/assets/File/Finance/advance_flow%202016%2006%2008.pdf
[5] http://coda.org/default/assets/File/Finance/err_flow%202016%2006%2008.pdf
[6] http://coda.org/default/assets/File/2016_Travel_Advance_Request%202016%2003%2031.pdf
[7] (opens an excel file) http://coda.org/default/assets/File/Financials/Committee Budgeting form (2017) r2.xls
[8] (opens a word file) http://coda.org/default/assets/File/Finance/Meeting Information Sheet v2.doc
[9] https://app.smartsheet.com/b/form?EQBCT=e66504aa8e5a404a8ce6cf591a20f169&ECA=err@coda.org
[10] (opens a word file) http://coda.org/default/assets/File/Finance/Wire Transfer- Bank Information.doc