

CODEPENDENTS ANONYMOUS

2018 TRAVEL ADVANCE REQUEST

Date of Submission

A A Travel Advance Request form must be completed and approved before a check can be issued. "The Advance claim can be made no more than 90 days before departure for international travel and 60 days prior to the departure for US travel." See Advance Policy and Expense Reimbursement Policy for further information.

B	Advance Needed By (Date):		<input type="checkbox"/> US Check	<input type="checkbox"/> Wire Foreign Currency (submit wire information separately to treasurer@coDa.org)	Country:	
C	Traveler's Name:				Telephone #:	
D	Street Address:				Email address:	
E	City:		State/Prov:		ZIP/Post Code:	
F	Purpose of Trip:				Committee:	
G	Dates of Travel: Do not include any personal (vacation) days	From:		To:		Trip destination (City, State)

Expenses

Type	No. Days/Qty	Cost per	Total cost (Carry over to column at right)	US \$		Other Currency		Description / Explanation	
				Receipt	future	Receipt	future		
H	Meals (Per Diem):	\$ 51.00						\$51.00 is 2018 Per Diem rate, 2018 CSC in SoCal is \$64.00	
I	Mileage (per mile):	\$ 0.545						2018 mileage rate	
J	Lodging:								
K	Parking:								
L	Transportation:	1							
M	Other (Describe):	1							
N	Other (Describe):	1							
O	Total Costs:							Specify currency	
P	Amount you may request.*							100% of receipts attached + 80% of expected costs	
Q	Total Amount of Advance Request: (up to 100% of attached receipts plus 80% of future costs) (Minumum request is \$200.00)							US Dollars	
R	Will you also be a delegate to the CoDA Service Conference? (If Yes, you may only be eligible for up to 50% support from CoDA, Inc.)				<input type="checkbox"/> Yes	<input type="checkbox"/> No			
S	Is this for a Travel Reimbursement Opportunity (TRO)? (Max. 80% of award.)				<input type="checkbox"/> Yes	<input type="checkbox"/> No			
T	Comments:								

I certify that I am attending the above-referenced trip and will complete/submit a Expense Reimbursement Request (ERR) form within 30 days upon completion of the business portion of this trip. I agree to fully refund CoDA Inc. for any unspent portion of the advance and will submit a check/money order when my ERR has been approved for the balance owing CoDA.

U	APPROVED BY (email form to ERR@CoDA.org):		
SIGNATURE OF TRAVELER:		DATE:	

*A request for up to 100% may be made of the Finance Committee by sending a request to Finance@CoDA.org

This form is to be submitted to ERR@CoDA.org or by mail to CoDA, Inc. P.O. Box 33577, Phoenix, AZ 85067-3577. Attach paid receipts for already paid expenses.

Travel Advance Process

When a trusted servant requests a Travel Advance it is important for the trusted servant to understand that if there is any unspent portion of the advance, the trusted servant will, upon notification from Board Treasurer or Committee Finance Liaison, reimburse CoDA, Inc. by check/money to the following:

CoDA, Inc.
P.O. Box 33577
Phoenix, AZ 85067-3577

(Check payable to CoDA, Inc. Memo Return of Advance to (trusted servant's name) and ERR Tracking # (assigned to trusted servant's ERR))

1. Review the "CoDA Expense Reimbursement Approval Procedure" located on the CoDA Website. (Click on "Service Info" at bottom of home page, In the "Current World Service Structure" box, click on "Finance", then click on "Expense Reimbursement Approval Procedure".

2. Travels within the US:

- An Advance Request for travel can be made 60-10 days prior to the departure date for travel for up to 100% of attached paid receipts plus 80%* of estimated expenses.

3. International travel:

- An Advance Request for international travel can be made between 90-10 days prior to the departure date for travel for up to 100% of attached paid receipts plus 80%* of estimated expenses. International travelers must submit separately a wire transfer form to the treasurer@codas.org noting the currency desired for the advance.

4. A. For F2F travel advance:

- Notify trusted servant's chair, the trusted servant will be submitting a request for an Advance ERR for travel (chair will submit Financial Meeting Approval Form (FMAF) & Agenda to ERR@codas.org (which gets forwarded to bookkeeper, treasurer, and Finance Committee.)

NOTE: The signatory of the FMAF is the non-finance approver for the ERR of the trusted servants listed on the FMAF (except for the signatory).

- Send Advance Request on a Travel Advance Request (Advance) form with receipts or documentation (map quest, airlines quotes, etc.) to justify trusted servant's requested amount. (Amount for advance request, may not be less than 200.00, but can be for up to 100% of attached paid receipts plus 80%* of estimated expenses.)
 - Trusted servant will receive an acknowledgement of receipt of trusted servant's Advance form with a tracking number that will be used for all correspondence related to this advance.
 - Will not be processed without Full Name, Full address and contact information.
 - Submit request via email to: ERR@codas.org and to
 - Committee Chair if a member of a committee/Board

- Committee Board Liaison if a Committee Chair
 - o Treasurer will solicit approval from committee chair if request is not in line with FMAF submitted by committee chair or from Board Liaison for chair.
 - o Bookkeeper enters into tracking sheet, submits to board Treasurer for approval who processes and mails payment in accordance with CoDA, Inc.'s payables process.
4. B. For other advances (primarily travel to CSC)
- Events Committee – Same as F2F, chair submits Financial Meeting Approval Form (FMAF)
 - Board – Same as F2F
 - Committee Chairs submit FMAF to Board Liaison for signature, Liaison submits to ERR@coda.org – the rest is the same as F2F
 - TROs of all types,
 - o IMC submits FMAS
 - o Same as F2F with help from finance liaison to TROs
 - Moderator for CSC – Events submits FMAF – same as F2F
 - FSWs – Board submits FMAS – same as F2F
 - Speakers to ICC – Events submits FMAF – same as F2F
 - Others – The chair for the area that pays for the expenses submits FMAF unless they are the recipient. In that case the board liaison signs the FMAF.

5. Within the 30 days of travel for CoDA business, preferably immediately, it is important for trusted servant to conclude the Advance process by submitting trusted servant's final ERR:

FINAL ERR

Final ERR to conclude an Advance is the same procedure as a regular CoDA "Expense Reimbursements Request" (ERR.) All steps must be followed even though trusted servant was approved for an Advance.

- Submit trusted servant's ERR via Online form attaching electronic copies of receipts or printing the online form and emailing it to ERR@coda.org with all required receipts. (Receipts must be scanned and emailed with ERR.) Be sure to subtract any amounts already advanced at bottom of ERR and include ERR Tracking #.
- If the Advance exceeds the expense incurred, **DO NOT SEND** the check or money order until trusted servant's ERR has gone through the approval process and trusted servant is notified by Board Treasurer or Committee Finance Liaison of the exact amount of overage. The reason for this is that it is necessary for the ERR to be verified.
- If the expenses exceed the advance, CoDA will issue a check upon approval of the ERR according to the Expense Reimbursement Approval Procedure.

*100% of future expenses can be approved by making a special request of the finance committee.

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(There are no formulas in this form)

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D	Street Address:				Email address:	
E	City:		State/Prov:		ZIP/Post Code:	
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