

**CoDA Service Conference (2018)**

**Motion Form**

**Committee: Finance Date: 6/8/18**

**Motion Number: 2 Revision #: 0**

 **Revision Date:**

**Result (data entry purposes only)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Motion:**

That the 2018 CoDA Service Conference approve the 2018 revised Expense Reimbursement Approval Procedure (ERAP). Attached is the final version of the proposed policy.

Attached File:

\*Proposed Final CoDA ERAP 2018.pdf

**Highlight of changes:**

Policy changes:

1. Page 1, paragraphs 2, 3 & 4: Change the due date for Expense Reimbursement Requests (ERRs) to 60 (from 120) days after the event before the expenses are considered a 7th tradition donation. This eliminates the 61-120 day option.
2. Page 2, paragraph 5: Correction of ERR tracking number - not sent by 3rd party vendor; Correction to contact Finance Committee to re-issue ERR tracking number
3. In the Approvers chart, change “Board Chair” to “Board Vice-Chair” and adding row for “Board Vice-Chair” to be approved by “Board Chair”

Clarification of Policy Changes:

1. Page 2, paragraph 2: Wording added to clarify that “In cases where receipts have been lost…” should only be for minor expenses but not for hotel or airfare receipts

Minor Administration Changes:

1. Page 1, paragraph 5: Slight wording change for clarity
2. Page 1 paragraph 7, and Page 3 paragraph 1: Change “Meeting Information Sheet” to “Financial Meeting Approval Form”.
3. Page 3, Footnotes: Track changes summary added.
4. Multiple minor corrections of wording (without policy changes)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Intent:** To continue to improve the Expense Reimbursement Approval Procedure (ERAP) and maintain accuracy in correspondence with the changes in the Expense Reimbursement Policy (ERP).

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Remarks:**

1. The Finance Committee felt that providing 61-120 days to file an ERR (with a penalty of receiving a 1099-Misc) is a codependent response to enforcing a deadline. We have had only a few people take more than 60 days and tracking that information for issuing a 1099-Misc is time consuming for the CoDA Finance committee and not cost effective for the CoDA organization.
2. Correction for accuracy.
3. At the Board’s request to reduce the work load of the Board Chair.
4. Hotel and airfare receipts are major expenses and need to have receipts to show proof of purchase.
5. Slight wording change for clarity.
6. The name of information gathering form has changed.
7. Track changes required.
8. Multiple minor corrections of wording (without policy changes).

Also attached is the original ERAP document with “markups”:

\*Original Markup CoDA ERAP.pdf

**This motion requires changes to: (please check any that apply)**

 **By Laws FSM P1 FSM P2**

 **FSM P3 FSM P4 FSM P5**

 **Change of Responsibility**

**X Other:** Policy that is on Finance Web page, referred to in Board and Finance P&P manuals.