



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.

Timely submission of Expense Reimbursement Requests (ERRs) is important. ERRs are due within 60 days after the event completion. If trusted servant fails to submit an ERR within 60 days of the event completion, no reimbursement will be made. 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.

If a trusted servant is unable to comply due to extenuating circumstances, a request for an extension may be approved by the Finance Committee.

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 60 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 payment until ERR** has been processed and you have been notified how much you owe!

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.)

Upon completion of a face to face (F2F), the committee chairs are responsible for submitting 1) an agenda for the F2F meeting that 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 Financial Meeting Approval Form (FMAF) 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. With rare exceptions, actual hotel and airline receipts are required.

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

Non-US Members 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 within a few hours. If you do not receive it (after you look in your spam), contact the finance committee (Finance@coda.org) to get it re-sent. 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 Vice-Chair*	Board Finance Liaison
Board Member	Board Vice-Chair*	Finance Liaison
Board Vice-Chair	Board Chair	Finance Chair
Board Chair	Board Vice-Chair*	Finance Chair

* The submission of the Application, Confirmation, and Completion Financial Meeting Approval Form (FMAF) 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 Completion FMAF.

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@codas.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 at CSC 2016 (Motion 16-4765 10/19/16)

Revised to change MIS to FMAF, timely submission defined to due in 60 days, & clarification for need of hotel and flight receipts, Change Chair to Vice-Chair in approval table, adding Chair approves Vice-Chair to table, Finance Motion 2018 CSC