

COMMITTEE BUDGET PLANNING DOCUMENT

NAME of COMMITTEE : H&I Committee

NAME of CHAIR (first name & initial): Terry D.

of committee members: 7

COMMITTEE BUDGET PROPOSAL FOR JANUARY 1, 2020 through DECEMBER 31, 2020

H&I Books

TYPE of EXPENSE	Estimated Amount	Estimated Amount	Estimated Amount	Estimated Amount	TOTAL	TOTAL
Receipts are required for all reimbursements	1st QTR 2020	2nd QTR 2020	3rd QTR 2020	4th QTR 2020	2020	2020
Postage (most comm. spend zero)	\$ 150.00	\$ 200.00	\$ 150.00	\$ 200.00	\$ 700.00	\$ 700.00
Supplies (most comm. spend zero)		\$ 125.00		\$ 125.00	\$ 250.00	
Telephone					\$ -	
(Free conference calls are easy to arrange. See "Responsibility of Chairs Regarding Finances" [Appendix C of Expense Reimbursement Policy] for details.)						\$ -
Outside Services Zoom	\$ 199.00				\$ 199.00	
Copying					\$ -	
Other (Books distributed)	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 2,000.00	\$ 2,000.00
Other (Specify)					\$ -	
Travel for Committee Meetings, as needed:						
Include only 1) if you are in rotation for a F2F for the coming year or 2) you have compelling reason to have a F2F and include that rationale						
(See your Meeting Planning Document)						
Airfare					\$ 2,000.00	
Lodging					\$ 1,456.00	
Meals Capped \$55/day					\$ 1,320.00	
Mileage (Use \$0.14/mile)					\$ 70.00	
Misc. Travel					\$ 375.00	
Parking					\$ 390.00	
Chair's Travel for CoDA Service Conference (CSC) 2020 Ottawa, CA						
Airfare			\$ 650.00		\$ 650.00	
Lodging			\$ 364.00		\$ 364.00	
Meals (Use \$123/day)			\$ 616.00		\$ 616.00	
Mileage (Use \$0.14/mile)			\$ 28.00		\$ 28.00	
Misc. Travel			\$ 75.00		\$ 75.00	
Parking			\$ 90.00		\$ 90.00	
TOTAL EXPENSES	\$ 849.00	\$ 825.00	\$ 2,473.00	\$ 825.00	\$ 10,583.00	\$ 2,700.00

Date submitted to Finance Committee:

Please submit chair contact information to Finance Committee when you submit this form in case there are questions.

Submit to Budget@coda.org 30 days before the start of CSC. (by August 10, 2019)