CoDA Service Conference 2015

Motion Form

Committee: _Finance Committee_  Date:_____________

Motion Number: (data entry purpose only):_____Finance 3-1____

Result (data entry purpose only):______________________________

Motion:
That the 2015 CoDA Service Conference approve the following changes to the Expense Reimbursement Policy:

A. Section 1. Introduction: Change the last paragraph and add an additional paragraph on shared expenses.

Old: We appreciate that volunteers give their time, skills and energies in service for CoDA; we want to reimburse your expenses in a timely manner. Our goal is to reimburse within 30 days of your submitting an Expense Report to the CoDA Bookkeeper.

New: We appreciate that trusted servants give their time, skills and energies in service for CoDA; we want to reimburse your expenses in a timely manner. Our goal is to reimburse within 30 days of your submitting an Expense Reimbursement Request to ERR@CoDA.org.

Sometimes trusted servants serve CoDA at more than one level, the most common example is a chair of a CoDA, Inc. committee who also serves as a delegate for a Voting Entity (VE). When this happens, CoDA, Inc. will be the secondary payer and will cover up to 50% of the trusted servant’s expenses after the other entity has supported the trusted servant’s expenses.

B. Section 2. Travel: Change 2nd paragraph to read:

Old: Chairs are responsible for fully understanding the travel policy and expense reimbursement procedure, for planning their committee meetings and for reviewing and approving expense reimbursement submissions. See Appendix C for Responsibilities of Chairs.
New: Chairs are responsible for fully understanding the Expense Reimbursement Policy and Expense Reimbursement Approval Procedure, for planning their committee meetings and for submitting the Meeting Information Sheet (MIS) twice, once “Pre” for processing advances, and again “Post” for final information to process Expense Reimbursement Requests. See Appendix C for Responsibilities of Chairs.

C. Section 3.a Transportation, last paragraph: Insert for clarification the phrase “himself/herself and/or” in the last sentence of last paragraph to read:
Old: If a trusted servant uses his/her car to transport other trusted servants to dinner, transportation centers, etc. as part of CoDA service, his/her mileage can be reimbursed at the current mileage rate.
New: If a trusted servant uses his/her car to transport himself/herself and/or other trusted servants to dinner, transportation centers, etc. as part of CoDA service, his/her mileage can be reimbursed at the current mileage rate.

D. Section 3.c Per Diem Allowance: Change 2nd sentence of 1st paragraph to read:
Old: This allowance is approved at CSC.
New: This allowance is based on IRS approved Per Diem rates.

E. Section 5. Travel Advance: Change first paragraph to read:
Old: Members may apply for an advance of up to 100% of your estimated out-of-pocket expenses by using the Expense Reimbursement form. The minimum amount of an advance is $200.
New: Members may apply for an advance of up to 100% of verified paid expenses plus 80% of estimated out-of-pocket expenses by using the Travel Advance Request (TAR) form. The minimum amount of an advance is $200.

F. Section 7. Timeliness: add the following paragraph at the end of the section.
Timely submission of Expense Reimbursement Requests (ERRs) is important. If trusted servants fail to submit an ERR within 90 days of the meeting or expense, 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. 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 Expense Reimbursement Request within 90 days of original submission indicating the amount received from the other entity.

G. Appendix C: Change or add wording to reflect use of Meeting Information Sheet, the use of ERR@CoDA.org, and update guidelines for acceptable hotel rates.

a. Change 3rd and 4th paragraphs to read:
Old: Committee Chairs are responsible to submit to Bookkeeper, Finance Committee, and Treasurer a list of expected attendees to your face to face meeting (F2F), dates, and locations as soon as a F2F is planned.
Chairs are responsible to approve Advance forms. Forms are to be submitted to the Treasurer and Finance Committee. Treasurer will send to chair for approval and will
submit advance funds in accordance with CoDA ERP. If a chair submits an Advance form, it will be approved by the board liaisons as outlined in the Chart of Approvers in the Expense Reimbursement Approval Procedure.

New: Committee Chairs are responsible to submit to ERR@coda.org a list of expected attendees to your face to face meeting (F2F), dates, and locations as soon as a F2F is planned. The Meeting Information Sheet (MIS) should be used for this purpose.

Chairs are responsible to approve Advance forms by submitting the pre-meeting MIS. Forms are to be submitted to ERR@coda.org and payment will be made in accordance with CoDA ERP. If a chair submits an Advance form, it will be approved by the board liaisons as outlined in the Chart of Approvers in the Expense Reimbursement Approval Procedure.

b. Add the sentence to the end of the 5th paragraph

New: Chairs will use the post-meeting MIS to document this information.

c. Changes to the summary bullet points as reflected in changes to the Expense Reimbursement Approval Procedures (ERAP)

Old:

- Trusted Servants on committees fill in an ERR, and send it with all receipts to the bookkeeper, Finance Committee and treasurer from their own email account (that acts as their electronic signature.) Optionally, they can print the form and scan signed form to submit with receipts.
- Bookkeeper verifies ERRs for math, proper support documentation, and compliance with CoDA ERP. Bookkeeper then sends ERR to the approvers according to the chart in the ERAP. Chairs approve ERRs for committee members.
  - If receipts or other information is missing it is the responsibility of the bookkeeper with the aid of the finance liaison to help get the needed documentation.
- Upon approval by the two approvers, the bookkeeper forwards the ERR to the treasurer to process reimbursement for the expenses claimed on the ERR.

New:

- Trusted servants on committees fill in an ERR, and send it with all receipts to ERR@coda.org, from their own email account (that acts as their electronic signature.) Optionally, they can print the form and scan signed form to submit with receipts.
- Bookkeeper verifies ERRs for math, proper support documentation, and compliance with CoDA ERP. Bookkeeper then sends ERR to the approvers according to the chart in the ERAP. Chair’s submission of the MIS will serve as their approval of ERRs for committee members if all of the expenses on the ERR are supported by the MIS.
  - If receipts or other information is missing, it is the responsibility of the finance liaison to request the needed documentation.
Upon approval by the approver(s), the bookkeeper forwards the ERR to the treasurer to process reimbursement for the expenses claimed on the ERR.

d. Under Hotel guidelines 2nd open bullet point, create a range for hotel rooms by adding “-120”
   New: Plan to spend approx. $100-120 per room (maybe less in a low-cost area or a little more in a high-cost area.)

e. Under Hotel guidelines 3rd open bullet point, adding “if possible” to the end of the line.
   New: Book a hotel that includes breakfast, provides free Internet service, and has a free shuttle to and from the airport, if possible.

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**Intent:**
To continue to improve the policy so that trusted servants can clearly understand the policy for reimbursement of expenses while serving CoDA, Inc. We have instituted a single point of delivery for submitting requests for Advances and Expenses ([ERR@CoDA.org](#)) and instituted a new form called a Meeting Information Form that is to be filled out by the meeting chair to act as the chair’s approval for committee member’s expenses if the request is consistent with the information on the form.

Clearly establish a policy to outline the sharing of expenses when a trusted servant is serving at multiple levels of the CoDA service structure while incurring reimbursable expenses.

Limit the length of time a trusted servant has to submit expenses to CoDA for reimbursement.

Adjust the travel advance amount to be 100% of paid expenses plus 80% of future & estimated expenses. The form indicates that 100% can be requested and approved by the finance committee as an exception.

Adjust Appendix C to reflect some of the changes and create an acceptable range for hotel rates.

To update some language to be consistent throughout the Expense Reimbursement Policy and Expense Reimbursement Approval Process,

**Remarks:**
The revised Expense Reimbursement Policy is attached with changes. The current policy is available at the CoDA website at [Expense Reimbursement Policy](#).