

Finance – Frequently Asked Questions

1. What do the following acronyms describe? ERR, ERP, ERAP, FMAL, F2F, CSC, ICC, TRO, Del-TRO, Int-TRO, Host-TRO, IMC, VEL

ERR (Expense Reimbursement Request) *

ERP (Expense Reimbursement Policy) *

ERAP (Expense Reimbursement Approval Procedure) *

FMAF (Financial Meeting Approval Form) *

F2F (CoDA Committees, Board or other groups of trusted servants coming together to meet at a chosen place to do committee business face to face not over the phone)

CSC (CoDA Service Conference)

ICC (International CoDA Convention)

TRO (Travel Reimbursement Opportunity)

Del-TRO (Voting Entity Delegate preference given to delegates from North America (US, Canada, and Mexico) who is receiving a TRO (Travel Reimbursement Opportunity), maximum amount \$750)

Int-TRO (Voting Entity International Delegate in a country outside North America (US, Canada, and Mexico) receiving a TRO (Travel Reimbursement Opportunity), maximum amount \$1500)

Host-TRO, (any Voting Entity that has hosted the CoDA Service Conference (CSC) may receive a maximum of two Host-TROs, maximum amount \$1000 each)

IMC (Issues & Mediation Committee) standing CoDA Committee elected from current or past delegates to CSC

VEL (Voting Entity Liaison from IMC who provides guidance to delegates, including TRO's)

*These documents/forms are available on the Finance Committee's web page on CoDA.org select the "Service Info" tab at the bottom of the page, choose "Finance Committee" in the red box titled "Current World Service Structure" <http://coda.org/index.cfm/service-info/finance-unlocked/> or <https://tinyurl.com/CoDA-Finance-Info>

2. Who is eligible to be reimbursed for a CoDA Event?

- If you are a Chair you may be reimbursed to attend CSC.
- If you have been awarded a Del-TRO, (up to \$750 USA dollars) or Int-TRO (up to \$1500 USA dollars) to attend CSC you may be reimbursed.
- All committee persons when a F2F has been approved may be reimbursed for F2F.
- All members of the CoDA Board may be reimbursed to attend CSC and F2Fs.

3. What do I do first if I am eligible to be reimbursed?

There are several documents on Finance page <https://tinyurl.com/CoDA-Finance-Info> that will be helpful to review. See the following list:

- [Expense Reimbursement Policy](#) (ERP)
- [Expense Reimbursement Approval Procedure](#) (ERAP)
- [Flow Chart of Expense Reimbursement Approval Procedure](#)
- [Flow Chart of Advance Request Approval](#)
- [2018 Travel Expense Reimbursement Request Online Form](#) (ERR)

4. As a Chair what are the steps to organize a F2F?

See Appendix C in the [ERP](#): Policy on the Coda.org website, under Finance.

<https://tinyurl.com/Finance-ERP>

See Chairs Resource Area <https://tinyurl.com/Chairs-Resource-Area>

5. What is the FMAF process to fill out the Financial Meeting Approval Form?

There are three steps involving the [FMAF](#)

1st Step – [Application](#) FMAF for approval of event or travel

2nd Step – [Confirmation](#) FMAF prior to event or travel

3rd Step – [Completion](#) FMAF after event

6. As a Chair what are the steps that are required for me to attend CSC?

- The FMAF is submitted three times. Follow the steps list in question #5.
- See Appendix D in the [ERP](#) (in proposed 2018 ERP Finance Motion 1-?)

7. How do I get an advance to attend a reimbursable event such as a F2F or CSC?

The Confirmation FMAF must be submitted and approved before an Advance ERR can be processed. You may receive up to 80% of the estimated expenses or 100% of any receipt you submit.

- [Chairs](#) – your Confirmation FMAF has to be submitted and approved by your board liaison.
- [TRO's](#) – the Confirmation FMAF has to be submitted by the VEL.
- [For Others](#) (committee members, etc) the Confirmation FMAF has to have been submitted by your committee chair or other travel approver.
- [Delegates](#): Since you are reimbursed through your Voting Entity, please work with them.

8. Who makes my airline reservation and hotel reservations for F2F and CSC?

You Do!

- F2F – individual makes his or her own reservation for airlines after an email from Chair saying the F2F is approved
- F2F hotel reservations - the Chair will give everyone the name of the hotel and you make your own reservations. Reimbursement is only for up to 50% of authorized cost – this encourages people to share whenever possible. Exception when odd gender requires additional room.
- CSC - Make your own airline and hotel reservations. CoDA pays only up to 50% of the negotiated CoDA hotel rate. It is important to make reservations early to get the reduced rate.
- TRO's – after approval process you make your own airline and hotel reservations. (continued on next page)

- CoDA only pays up to 50% of the negotiated CoDA hotel rate. It is important to make reservations early to get the reduced rate and to find a roommate to share the expense of the hotel.

9. If I get an advance do I still need to send in an ERR?

Yes, it is extremely important to send in a final ERR with all receipts.

10. What is the process for getting reimbursed?

- Go on line and fill in the [2018 Travel Expense Reimbursement Request Online Form \(ERR\)](#)
- Submit form on line and attach electronic receipts.
- Required receipts; Airline ticket showing cost and dates of travel, detailed hotel receipt, any shuttle receipts or parking ticket receipts can be scanned (or photographed) and uploaded to your online ERR Form before you submit it.
- Do not send food receipts, as you get per diem (a dollar amount per day for food and incidentals). This amount is on the coda.org website. <https://tinyurl.com/CoDA-Finance-Info>

11. What items are reimbursable?

See Expense Reimbursement Policy ([ERP](#)) for full details.

- Airline ticket or mileage to attend F2F or CSC
- Hotel up to 50% of authorized room rate at F2F / CSC,
- Per Diem for meals, transfers to/from airports, and other customary travel costs. (Each travel day usually qualifies for .75 days of Per Diem.)
- See Appendix B of [ERP](#) for things that are not covered.

12. How many days are reimbursable for a F2F and CSC?

F2F – travel day to and from and generally up to two days for meetings – chair will clarify that for you. CSC currently runs 3.5 days (plus travel time.)

13. Who do I call or email for assistance with my Expense Reimbursement Request?

- There is a finance liaison for each committee. The names of the liaisons can be found on the CoDA website coda.org at the bottom of the Finance page in the Trusted Servants Area. <http://coda.org/index.cfm/trusted-servants-area/finance/> or contact finance@coda.org.

14. How long will it take to get my reimbursement?

The Finance Committee’s goal for reimbursement is 30 days from the date you submit your final ERR.