

CoDA Service Conference (CSC) Travel Reimbursement Opportunity (TRO) (Financial Assistance Program) Instructions and Policy

Link to Application:

<https://app.smartsheet.com/b/form?EQBCT=ecf1442425554dd2bf510aa791edb079>

Eligibility:

- A person is eligible to apply if they have been selected by their Voting Entity* as a Delegate
- Priority is given to new attendees/Voting Entity
- No Voting Entity/Person is eligible more than twice
- No Voting Entity will receive the (TRO) in two consecutive years

Application:

- CoDA is requesting information from you as a delegate from your Voting Entity which will assist CoDA in determining your eligibility. Documentation may include Voting Entity meeting minutes or officer contact listing from various meetings (if your Voting Entity does not have an organized service structure and/or Intergroup) so that CoDA can verify delegate election by your fellowship. If you need more explanation, please contact the Voting Entity Liaison (VEL) at imcvel@codal.org.
- National applications will be due (50) days prior to CoDA's Service Conference (CSC) directly to the Voting Entity Liaison (imcvel@codal.org)
- International applications will be due (65) days prior to CoDA's Service Conference (CSC) directly to the Voting Entity Liaison (imcvel@codal.org)**
- All applications may be accepted as early as five months prior to CoDA's Service Conference (CSC)
- Every effort will be made to make award notification in a timely manner prior to CSC.
- You may use your computer to fill out the TRO application or print and fill in the spaces. When completed, press submit, or if you have any questions, again you may contact the VEL at imcvel@codal.org.

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Reimbursable Expenses include:

- Travel to and from the Conference from your home
- Current per diem for meals Conference days only
- Half the cost of a hotel room Conference days only. Miscellaneous expenses may be covered but need to be discussed with Finance Liaison.
- If you stay for Convention, please don't claim convention expenses on "CSC Travel Reimbursement Opportunity". The award is for CSC expenses only. If you have questions about what is covered as a reimbursement on "CSC Travel Reimbursement Opportunity," contact the Voting Entity Liaison at imcvel@codal.org.

Reimbursement Process:

- \$750 US Dollars (nationally) for eligible items listed and \$1,500 (internationally)
- Prior to the awarding of the TRO a Delegate must agree to the reimbursement method
- It is preferable that the Expense Reimbursement Request (ERR) be submitted to Finance immediately following CSC including all receipts
- Every effort possible will be made to reimburse within thirty days of the CoDA Service Conference

* See the Fellowship service Manual and by-laws on the website for more information about Voting Entities. Voting Entity definition: Each State and Territory of the United States of America and each Country is automatically entitled to send two (2) Delegates.

**Note if a visa is required, please allow sufficient time for separate visa application process.