

## **EXPENSE REIMBURSEMENT GUIDELINES: January 2022**

These are the basic guidelines for officers and standing committee chair expense reimbursement, based on motions, historic practice, collective wisdom, and review by the CNCA Finance Committee. Reimbursement requests must be submitted within 90 days of the end of the month in which the expenses occurred (see motion 9502-3). Receipts are necessary for the reimbursement. Officers are expected to apply travel reimbursement policy prudently.

1. Mileage
  - 1.1 CNCA reimburses mileage at 75% of the current IRS business standard mileage rate allowed as a deduction, rounded to the nearest cent. (0711-2)
  - 1.2 Mileage for Area officers is reimbursed for travel to the monthly CNCA Committee meeting, district visits, assemblies and other CNCA official business. At the end of each panel, an area officer may request travel reimbursement for one “Pass It On” trip (0412-2). Travel to district Unity Days is not reimbursed (districts that invite Area Officers to Unity Days, etc. are encouraged to provide travel reimbursement). Bridge tolls are reimbursed; officers report them as part of the mileage reimbursement. The Finance Committee and Treasurer will review mileage reimbursement annually to recommend any changes.
  - 1.3 Chairpersons of permanent CNCA Committees receive reimbursement for travel expenses incurred in traveling to the Committee meetings held in conjunction with the Area Committee meetings. These travel reimbursements will be restricted to those individuals not reimbursed for their trips to the Area Committee meetings by virtue of holding another General Service position. Those whose travel is reimbursed from a district, group or as an Area officer will not be eligible for reimbursement under this motion (9703-1).

When Chairpersons of permanent CNCA Committees are reimbursed for travel to the Area Committee meeting by another general service entity at a rate lower than that approved by the Area, CNCA will reimburse the difference. The total amount of all such reimbursements will not exceed CNCA’s existing travel reimbursement policy. (passed 5/24/03)

Additionally, the chairperson or a designee will be funded, per current travel reimbursement policy, to all CNCA Assemblies (0412-1) and to their Committees’ special yearly events (Archives Open House and Workshop days, BTG Forum), and to meetings or events including NCCAA conferences within the area for essential duties performed on behalf of Area, and the Archives Chair will be funded for travel to the monthly Archives workday. (0311-1)

1.4 The PI/CPC chair is to be reimbursed according to area reimbursement policy for travel expenses to PI/CPC events within CNCA when participation is needed (1206-5)

2. Lodging and Meals

If travel is greater than 125 miles one way, or 2.5 hours of travel time one way, then officers and Committee chairs are eligible for lodging and meal reimbursement. CNCA will reimburse any generally required travel up to the current per night lodging within the Expense Reimbursement Schedule

For One day Assemblies:

If travel is greater than 175 miles one way then officers and Committee chairs are eligible for lodging and meal reimbursements for up to two nights.

For Two Day Assemblies:

If travel is greater than 225 miles one way then officers and Committee chairs are eligible for lodging and meal reimbursements for up to three nights.

One dinner and one breakfast per day (if necessary) will be reimbursed up to the current meal rate within the Expense Reimbursement Schedule each. Receipts are necessary for the reimbursement.

The Assembly Coordinator is eligible for hotel and meal reimbursement at the current rate within the Expense Reimbursement Schedule the night before each assembly. (0208-1)

3. Telephone, Postage, Copies, Supplies

Actual costs are reimbursed. Officers must submit receipts when available.

4. PRAASA

CNCA has a standing policy (established by a motion 90Sum-2) to fund the Delegate, Alternate Delegate, and one other Area Officer to PRAASA. However, this is reviewed annually by the officers and the Finance Committee, and we may choose to send only two officers, or only the Delegate, depending on financial considerations. Officers are expected to apply travel reimbursement policy prudently.

For events such as PRAASA and NCCAA, we will reimburse actual hotel room costs at the primary convention hotel, based on single occupancy rate.

5. NCCAA and H&I

CNCA reimburses travel and lodging for the Delegate to NCCAA conferences and to the H&I committee meetings based on the Expense Reimbursement Schedule. If the Delegate sends another officer to attend NCCAA or H&I as his/her alternate, that attendee would be reimbursed.

The Area BTG Chair's (or representative's) travel to the H&I General Committee meetings is reimbursed under this policy. (0402-3) (note: 4 meetings per year)

6. Additional Delegate expense reimbursement

Customarily, the Delegate is funded to attend the Regional Forum every other year. Every five years the Area Committee reviews and determines whether or not the Delegate will be funded to attend the International Convention and at what rate. A motion is made to that effect. The Delegate receives an annual stipend of up to the current approved motion amount within the Expense Reimbursement Schedule for "out of pocket" expenses at the annual Conference. This covers additional hotel room nights that are not funded by GSO. The funds are also used to provide meals, and other miscellaneous expenses that are not reimbursed by GSO. (1402-1)

Customarily, the Delegate is funded for any legitimate expense incurred as part of his or her required duties on behalf of CNCA.

7. Translation and Interpretation reimbursement

CNCA will continue to provide professional quality simultaneous Spanish/English interpretation at Assemblies, assembly workshops, the Area Meeting (including DCMC and the DCM sharing and all standing committees, sub committees and sharing sessions which request interpretation). Interpretation shall be subject to availability of interpreters and available equipment. CNCA pays interpreters at the current per hour rate plus mileage and accommodations at the rates within the Expense Reimbursement Schedule. (9706-1, 0407-1, 0412-3, 0606-3, 0705-3, 0803-2, 0912-5, and 1806-4)

Interpretation and Translation Committee member responsible for the setup and testing of the translation equipment is to be reimbursed in accordance with the Expense Reimbursement Schedule for the night before each of the CNCA assemblies. (0505-2)

The Portable Radio Coordinator will be reimbursed for travel to the Area Committee meetings and Area Assemblies based on the current travel reimbursement rates within the Expense Reimbursement Schedule

These guidelines were first adopted by the Area Committee in August 1999, and have subsequently been updated, with revisions approved by the Area Committee. As indicated in Paragraph 1.2, the Treasurer and Finance Committee review mileage and other reimbursements annually and make recommendations for change as needed.

# **CNCA Expense Reimbursement Schedule**

## **Mileage:**

- .44 cents per mile (1/22/22).
- Bridge Tolls reimbursed as part of mileage reimbursement.

## **Lodging and Meals:**

- 1) \$150 per night lodging (2105-1)
- 2) \$10 for breakfast per day
- 3) \$10 for dinner per day

## **PRAASA / NCCAA / H&I / Pacific Regional Forum / Other Approved Regional Travel:**

- 1) Reimburse travel expenses including actual hotel room costs at the primary convention hotel, based on single occupancy rate.

## **Delegate Expense:**

- 1) \$1,300 annual stipend for “out of pocket” expenses while attending the annual General Service Conference (2/2014).

## **Interpretation and Translation:**

- 1) \$60 per hour for professional quality interpretation (12/2009).
- 2) \$75 per hour for 2 hours of interpretation at monthly area officers meeting (7/2019).
- 3) \$180 per month for translation of Comments/Commentarios; and all monthly documents (3/2019).
- 4) \$20 per page for all other written materials (3/2019).
- 5) \$500 per year to translate Agenda Topic Summaries (3/2019).