

# ANCoR Expense Guidelines

## Guideline Purpose & Scope

**ANCoR's guideline** outlines how CoDA members will be reimbursed, or if necessary advanced, funding for ANCoR related expenses. This guideline applies to all our trusted servants who need to spend money for ANCoR-related activities. With recognition that these are CoDA funds, expenses should be minimized as much as possible to leave funds available to help the still-suffering codependent. Exceptions to this guideline may be made if GC'd (group-conscienced) by ANCoR.

## Expense Payment Methods

ANCoR may fund qualified expenses by three possible methods:

- Direct payment by ANCoR on behalf of trusted servants.
- Reimbursement to trusted servants based on expense reports and/or receipts submitted to ANCoR.
- Advancement of funds to trusted servants in order to conduct ANCoR business.

## Expenses Eligible for ANCoR Funding

ANCoR will fund all reasonable expenses, **after** they are approved, in part or in full as the case may be. The ANCoR Treasurer is authorized to reimburse pre-approved expenses (GC'd at an ANCoR meeting) without additional approval. Most significant ANCoR expenses are related to attendance at the CoDA Service Conference, ANCoR committee activities, or ANCoR outreach activities.

Receipts are required for all expenses unless otherwise noted.

### CoDA Service Conference (CSC)

Expenses related to CSC attendance that may be fully or partly funded by ANCoR include:

- Accommodation for one shared standard hotel room for the duration of the CSC. If the attendee chooses a private room, ½ of the room cost will be reimbursed. (The cost of any additional or upgraded room is the responsibility of the attendee.)
- Non-refundable Economy class air fare (including one seat selection and one checked bag fee) or other transportation fares to attend the CSC. Personal mileage to and from the CSC location or rental car costs, will be reimbursed at \$0.655/mile or the rental car fee (including gas), whichever is less. In no case will the reimbursement exceed the cost of the current reasonably priced economy airfare. Time is of the essence in making reservations. Note that the personal vehicle reimbursement amount is subject to change based on IRS guidelines.

- Local transportation to and from the airport/hotel for the CSC (airport shuttles, taxi fares, ride share, etc.).
- Other minor or per diem expenses that have been approved by ANCoR (e.g., meals, business material). Receipts are required. Note that the per diem limit is \$59/day (average) based on IRS guidelines (that are subject to change.)
- All committed costs (e.g., non-refundable airfare) associated with sudden unavailability of the delegate for reasons beyond their control may be reimbursed with ANCoR approval.

Daily expenses related to attending the CSC will be reimbursed **following** submission of the delegate's CSC report to the ANCoR chair.

### Committee Activities

This category includes expenses that are paid for on behalf of ANCoR by a trusted servant (e.g., handout copies, Zoom services, Website hosting and domain name).

The Events Committee reimburses their expenses as GC'd by the Events Committee.

The Website Committee is authorized to spend up to \$50 for any single urgent expense as GC'd by the Web Committee as noted in their ANCoR-approved Administrative Guidelines.

### Outreach Activities

This category includes the costs of printing or buying CoDA endorsed materials to distribute at community information events (e.g., behavioral health fairs), to professional providers, and such.

## **Procedure**

Unless otherwise pre-approved as noted above, whenever members require the use of ANCoR funding they must:

- Acquire the ANCoR approval in advance of the expense,
- Document these expenses,
- Acquire all bills and receipts for any expenses,
- Submit reimbursement claims with all necessary documentation to the ANCoR Treasurer within 3 months from the end of the event. Claims submitted after 3 months will not be reimbursed without special (GC'd) approval by ANCoR.
- Reimbursement of CSC expenses may proceed prior to ANCoR approval of the Delegate CSC Report that will be reviewed at the next available ANCoR meeting.

## **Expenses Not Eligible for ANCoR Funding**

ANCoR does not fund the following:

- *Expenses incurred by spouses or others accompanying trusted servants on their travels.*
- *Room and Board for attendance at the CoDA International Convention that follows the CSC.*
- *Un-authorized service upgrade (e.g., business class or hotel rooms)*
- *Personal services (massages, beauty treatments etc.)*
- *Personal purchases (gifts, clothes etc.)*
- *Car rental unrelated to basic transportation to CSC*
- *Phone calls*
- *Lost personal property (e.g., luggage)*

This list is not exhaustive. Please consult ANCoR for more details.

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