

# S-Anon Area Delegate Expense Reimbursement Requirements and Process Guidelines

<b>Approval Date</b>	May 5, 2015
<b>Approved By</b>	Board of Trustees (BOT)
<b>Supersedes Policy Dated</b>	March 2013; policy originally adopted fall 2013
<b>Intended Audience</b>	Delegates
<b>Affects</b>	Delegates
<b>Distribution Level</b>	Delegates
<b>Owner</b>	Finance Committee

INTENT: The intent of this policy is to partially reimburse Delegate costs incurred in attending the World Service Conference, especially for Delegates or Alternate Delegates whose Area does not reimburse them for their expenses. It is intended to encourage long-term (3 year) service as a Delegate, rather than temporary, ad hoc representation.

**1. WHO IS ELIGIBLE FOR REIMBURSEMENT?** Either the Area Delegate *or* the Alternate Area Delegate can be partially reimbursed by the WSO for expenses incurred in attending the World Service Conference. At this time the WSO is not able to reimburse both the Delegate and the Alternate Delegate. (When the term “Delegate” is used in the remainder of this policy, the term refers to both Delegates and Alternate Delegates who attend the WSC as their Area’s representative.)

**1.1 Area Delegates.** Delegates from Areas recognized prior to the convening of the WSC who have been elected or selected by their Area and who have committed to a 3-year term are eligible for reimbursement of up to half of their actual eligible expenses.

**1.2 Alternate Area Delegates.** If there is an elected or selected Alternate Area Delegate who has committed to a 3-year term, and the elected Area Delegate is unable to attend the WSC, the Alternate Area Delegate is eligible for reimbursement of up to half of their actual eligible expenses.

**1.3 Temporary Delegates.** While some Areas choose a temporary Delegate who serves only for the duration of the WSC to assure that the Area’s “vote” is recorded on motions at the WSC, the duties of the Area Delegate include much more than that, and participation in the WSC group conscience is not simply a vote. Since this reimbursement is intended to encourage long-term participation, reimbursement of “temporary” Delegate expenses will not be considered, as it runs counter to the intent of the S-Anon BOT.

**1.4 IMPORTANT NOTE:** Attending Delegates who 1) do not submit expense reports by the stated deadline (see paragraph 2.2.2) or 2) whose expenses are fully paid by their Areas are **not** eligible for WSO reimbursement.

## 2. HOW IS REIMBURSEMENT CALCULATED?

**2.1 Total WSO Portion of Reimbursement.** Each year in the fall the S-Anon Board of Trustees (BOT) develops and approves the World Service Office (WSO) budget for the coming calendar year. One of those budget items is an amount to be set aside to reimburse Area Delegates a portion of their expenses to attend the WSC. The amount is arrived at by estimating the expenses incurred by Delegates who attended the prior WSC, and dividing that amount in half. (Again, the WSO portion of the total expenses would never equal more than half; the Area itself, in

accordance with Tradition 7, would reimburse the other half, and is free, if they so desire, to pay all of their Delegate's expenses as a contribution to the fellowship.)

**2.2 Calculation of Reimbursement to each Delegate.** Since the number of attending Delegates cannot be determined in advance, reimbursement for the WSC is calculated after the event. A sample calculation is shown on page 4 of this document.

**2.2.1.** Total WSO portion will be divided by the actual number of Delegates who submit expense reports in a timely manner and whose Areas do not pay all their costs of attendance. That calculation will determine the *average* amount that could be reimbursed to an individual Delegate, regardless of their actual expenses. This will be called "Average WSO Reimbursement."

**2.2.2. Delegates who desire reimbursement of up to ½ of their expenses must submit their eligible expenses (see paragraphs 3 and 4, below),** with receipts, to the WSO before the established deadline, approximately 3 weeks after the WSC. The deadline will be announced prior to the WSC, during the WSC, and immediately after the WSC. This deadline will be non-negotiable, because the process requires that all requests for reimbursement be submitted before the reimbursable amounts can be calculated. In other words, **no one can be reimbursed before everyone has submitted their request.**

Extensions of time to submit will be granted only in extreme circumstances. If emergency circumstances arise that would keep a Delegate from submitting their expenses by the deadline, the WSO **must** be notified prior to the deadline. If a Delegate wishes to contribute the amount of their expenses to the fellowship as a donation, they may choose not to submit an expense report.

**2.2.3. Each eligible (as stated in paragraph 1) Delegate's total reimbursable expenses will be calculated, and divided by 2 (as discussed in 2.1 above).** The resulting amount is the largest possible reimbursement from the WSO.

**2.2.4.** If the Delegate's Area has, or plans to reimburse more than half the eligible expenses, but not all of the expenses, the WSO will reimburse the difference between the total eligible expenses and the amount paid by the Area.

**2.2.5. "Short Distance Delegates," those whose expenses, divided by 2, are lower than the Average WSO Reimbursement** (as calculated in 2.2.1.) will be reimbursed the actual amount of half their expenses. Reimbursement will be made in the same way to all Short Distance Delegates.

**2.2.6. "Long Distance Delegates," those whose expenses, divided by 2, are higher than the Average 2013 WSO Reimbursement** (as calculated in 2.2.1). The total amount reimbursed to Short Distance Delegates (see 2.2.5.) will be deducted from the amount authorized by the S-Anon BOT in any given year. The remainder will be divided by the number of Long Distance Delegates. That amount will equal the Average "Long Distance" Reimbursement.

**2.2.7.** Long Distance Delegates will receive the lower of their actual expenses, divided by 2, or the Average "Long Distance" reimbursement, as calculated in 2.2.6. Delegates can never be reimbursed more than half of their total expenses.

### **3. WSO REIMBURSEABLE DELEGATE EXPENSES TO ATTEND THE WORLD SERVICE CONFERENCE**

**3.1. Travel** might be via public carrier or personal auto. Travelers should choose the most economical method of travel that is reasonable. If travel is by personal auto, the mileage cost should be split based on number of riders. When comparing the cost of various modes of transportation, all costs should be considered including costs to get from the airport to the hotel if flying, and fuel, parking, tolls, and vehicle return times if renting a car. If travel is by personal auto, logs of mileage are required and will be reimbursed at the IRS approved rate in place at the time. Preferably it would be odometer readings at the beginning and end of the trip. Alternatively, publicly available

distance information from a travel service is acceptable (i.e. AAA or Yahoo Maps). If a car is rented, the cost also should be split based on number of riders. In addition, if the rental car is rented for more days than needed to attend the reimbursable portion of an event, the rental car cost should be prorated based on the number of days the rental car is used to attend the reimbursable event.

If travel is by public carrier, receipts for air, train, or bus tickets, baggage fees for one checked bag, and any related transport from the terminal to the event location, or rental car receipt plus related gas purchase receipts are required. No more than two days of parking will be eligible for reimbursement, whether it be parking at the originating airport or hotel parking. Additional days of parking are presumed to be related to convention attendance, and are not reimbursable.

**3.2. Lodging** Reimbursement is based on an assumption that a hotel room will be shared with another person if at all possible and includes 1 night (the night before the WSC). If travel home the night after the WSC would not be reasonably possible and the person is **not** staying for the convention which begins the same day as the WSC, a second night stay would be reimbursed. Reimbursement for lodging requires receipts.

**3.3. Supplies, Postage, Copy Costs, etc.** require receipts and a description of the purpose for which they were purchased.

**3.4. Rewards Programs.** In all cases, if rewards programs (airline, rental car, hotel chain) are used for travel, car rental or lodging, the expenses thus avoided do not qualify for reimbursement because IRS regulations state that reimbursements can only be made for actual costs incurred.

#### **4. WSO NON-REIMBURSEABLE DELEGATE EXPENSES TO ATTEND THE WORLD SERVICE CONFERENCE**

**4.1 Meals** for Area Delegates are not reimbursable.

**4.2 Convention Expenses.** Registration fees for the convention and hotel rooms/parking during the convention are not eligible for reimbursement, as International Conventions are considered separate, though adjacent events.

**4.3 Travel Expenses Incurred for Personal Convenience.** Items such as priority boarding charges, travel insurance, more desirable seating choices, more than one checked bag, or other ticketing add-ons are not reimbursable. This category also includes use of a more expensive transportation option between the hotel and airport when a less expensive reasonable transportation option is available; for example taking a limousine or renting a car when a convenient and less expensive shuttle is available.

**5. PROCESS FOR RECEIVING REIMBURSEMENT.<sup>1</sup>** One of the requirements S-Anon must meet in order to retain its non-profit 501(c)3 status is to document expenses for which employees, Trustees, and now, Area Delegates are reimbursed. We need data from all attending Area Delegates in order to calculate the actual cost of attendance, including receipts for all expenses.

**5.1 Obtain a “Delegate WSC Expense Reimbursement” form** (available from the WSO or on our web site) and fill out completely. Please be sure to fill in the amount your Area has committed to pay, if known. You can estimate if necessary.

**5.2 Attach original or copies of receipts for expenses.** Exceptions to receipt requirements can be made only in extreme circumstances.

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<sup>1</sup>Based on WSO staff and BOT Reimbursement policies adopted November 2008 by vote of the S-Anon Board of Trustees, *Revised March 2011*

**5.3. Submit form and receipts no later than the stated deadline (see section 2.2.2).** Send completed, signed form and related receipts via email, fax, or postal service to the WSO.

Mail to: S-Anon International Family Groups, Inc., P.O. Box 17294, Nashville TN 37271

Fax to: 615.833.8454

Email to: sanon@sanon.org

**5.4 Review of Request.** Delegate requests will be reviewed in relation to the approved budget, and either the approved request will be submitted to the WSO for payment or the request will be forwarded to the Treasurer or Finance Committee for any additional review and actions dictated by approved Finance Policy. Expense reimbursements will be processed as quickly as is feasible. Due to the complexity of the calculation described in section 2 above and the dependency on all delegates submitting requests before any calculations can be completed, reimbursement can take up to 30 days. If the submitter is not notified within 30 days that a check is being sent, the submitter should contact the WSO to ensure that the expense reimbursement request was received.

**5.5 Reimbursement in Advance.** Please note that S-Anon is unable to process requests for reimbursement in advance for a number of reasons. We will not know how much the reimbursement will be until all Delegates have submitted their requests for reimbursement, and if an airline ticket is purchased (for example) and then cannot be used due to unforeseen circumstances, the bookkeeping gets very complex. In order to be good stewards of fellowship funds, the expense for the WSO to process these payments must be kept to an absolute minimum.

EXAMPLE:

- Assume that 9 Delegates who attended a WSC submitted expense reports and were not fully reimbursed by their Area. WSO budgeted amount, \$2100 divided by 9 = \$233.33. Thus, \$233 is the Average WSO Reimbursement for that year.
- Suppose that 3 of the 9 were Short Distance Delegates, and each had reimbursable expenses (as calculated in 2.2.5 above) that were less than \$233, and further suppose those expenses totaled \$600. Those Delegates would be reimbursed for half their actual reimbursable expenses, for a total of \$300.

Calculation: \$2100 minus \$300 = \$1800. \$1800 would be divided among the remaining 6 Delegates, for an Average Long Distance Reimbursement of \$300.

- Suppose that one of the Long Distance Delegate's total reimbursable expenses divided by 2 were less than \$300, but more than \$233, say \$275. In that case, the Delegate would be reimbursed the actual amount of their total reimbursable expenses, divided by 2.

Calculation: \$2100 minus \$300 minus \$275 = \$1525. \$1525 divided among the remaining 5 Delegates would be up to \$305 for each remaining Delegate.