
Alcoholics Anonymous

San Francisco General Service: District 6

Travel Expense Reimbursement Guidelines

1. Basis

These are basic guidelines for district committee member chair ("DCMC" – which expression shall include the alternate DCMC when the DCMC is unavailable), district committee members ("DCMs") and GSRs who are selected by the District to attend PRAASA/PRF (see #6 below) expense reimbursement. They are based on the guidelines issued by California Northern Coastal Area ("CNCA") and have been adapted by the district Finance Committee to reflect the district's practice that has evolved.

The persons to whom these guidelines apply are expected to exercise prudence when incurring expenses.

2. Administration

Reimbursement requests should be submitted to the district Treasurer using the attached reimbursement claim form and, ideally, at the district meeting following the expense being incurred. Mileage and tolls may be reimbursed without receipts. Lodging and meal expenses require receipts for reimbursement.

3. Mileage/Tolls

District 6 ("D6") reimburses mileage at 75% of the standard mileage rate for business miles driven issued by the Internal Revenue Service. Mileage is reimbursed for travel to the monthly Area meeting and assemblies. Bridge tolls are reimbursed at the rate of 100%.

4. Lodging

If travel is greater than 125 miles one way, or 2.5 hours travel time one way, or in the case of a two-day assembly greater than 70 miles one way then the DCMC and DCMs are eligible for reimbursement of lodging expenses. D6 will reimburse up to \$100.00 per night plus tax for lodging.

For events such as the Pacific Regional Alcoholics Anonymous Service Assembly ("PRAASA") and the Pacific Regional Forum ("PRF") D6 reimburses actual hotel room costs at the primary convention hotel based on a single occupancy rate.

5. Meals

Travel designated as reimbursable by the District may include meals. This is reviewed at least annually in terms of financial considerations and shall be authorized via the annual budget and/or a motion.

The District will reimburse up to \$20 in meals per half day of travel and \$40 for a full day of travel.

6. PRAASA/PRF

D6 has a tradition to fund the DCMC (or other district officer) and one GSR to attend PRAASA and PRF. However, this is reviewed annually. It may be decided to send only the DCMC or no one at all depending on financial considerations.

7. Amendment

The Finance Committee and Treasurer will review these guidelines annually, as part of the budgeting process, and may recommend changes for consideration by D6.