

Tennessee Area 52

EXPENSE REIMBURSEMENT GUIDELINES

Recommended guidelines for Al-Anon Area 52 (Tennessee) reimbursement of expenses to Area Officers & Coordinators, excluding those who are also Group Representatives and/or District Representatives, for attendance at AWSC and Assembly (this means that, if you are voting as a District Representative at AWSC or voting as a Group Representative at Assembly, you will receive no expense reimbursement from Area):

- Receipts are to be submitted for all reimbursable expenses, except Sunday afternoon meal and return gasoline as noted below.
- Lodging is to be reimbursed at the Al-Anon site hotel room rate for Saturday night.
- Those area officers or coordinators residing 60 miles or more from the hotel site will also be reimbursed by the area for Friday night lodging.
- In order that nightly lodging expenses not exceed half of the room charge whenever possible, attendees are requested to share a room.
- That meals for Saturday will be reimbursed at \$45 and Sunday breakfast for \$10. Those residing 60 miles or more from site hotel will be reimbursed for no more than \$20 for Friday with receipt and \$15 for Sunday afternoon without receipt.
- Gasoline is to be reimbursed at twice the receipt submitted for travel from departure point to event site. Attendees are requested to have a full tank of gasoline in their vehicle prior to departure for event.
- Attendees are requested to purchase a fill-up of their gas tank upon arriving at the event site and use this receipt for reimbursement.
- If an Executive Committee meeting is called for the Friday night prior to AWSC or Assembly, Friday night lodging and a maximum of \$10 for Saturday breakfast will be reimbursed to all trusted servants requested by the Executive Committee to attend.
- For Area Ad Hoc Committee members expected to attend AWSC who are not District Representatives, Area Officers or Area Coordinators, Area will reimburse expenses according to the above guidelines.