



# Al-Anon Family Groups-Tennessee Area 52 Expense Reimbursement Guidelines

Adopted: 11/2/2024

Reimbursement of expenses for 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 the Area:

- A. Receipts are to be submitted for all reimbursable expenses, except the Sunday afternoon meal.
- B. Automobile mileage will be reimbursed at the current IRS rate for charitable organizations.
- C. Lodging is to be reimbursed at the Al-Anon site hotel room rate for Saturday night.
- D. 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.
- E. Friday night lodging will be covered for Area Officers and Coordinators who reside 60 miles or less from the hotel site if the following criteria is met:
  1. Must come early for reasons of health.
  2. Have a service position which requires Friday night set-up.
- F. In order that nightly lodging expenses not exceed half of the room charge, whenever possible, attendees are requested to share a room.
- G. Meals
  1. Meals for Saturday will be reimbursed at \$45 and Sunday breakfast for \$10.
  2. Those residing 60 miles or more from the site hotel will be reimbursed for no more than \$20 for Friday with a receipt and \$15 for Sunday afternoon without a receipt.
- H. If an Area Officer's 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 Area Officer's to attend.
- I. For Area Ad Hoc Committee members or other special workers expected to attend AWSC who are not District Representatives, Area Officers, Area Coordinators; the Area will reimburse expenses according to the above guidelines.