



REIMBURSEMENT POLICY  
FOR TRUSTED SERVANTS  
OF THE VIRGINIA AREA ASSEMBLY

May 22, 2018

*This document is the written statement of the Area 57 (Virginia) reimbursement policy for Trusted Servants of the Assembly that has been in effect for the last 10 years or more in unwritten form.*

**POLICY:** Elected and appointed Trusted Servants of the Virginia Area Assembly from time to time incur expenses incident to their service to the organization. In accordance with Al-Anon's Seventh Tradition, the Area will reimburse these Trusted Servants if these expenses are claimed in a timely manner, supported by appropriate documentation (copies of receipts or vouchers). Reimbursement is not automatic. To be reimbursed, a Trusted Servant needs to request reimbursement.

**TRUSTED SERVANTS ELIGIBLE FOR AREA REIMBURSEMENT:**

Area Chair	Area Alateen Process Person	Committee Chairs
Alternate Chair	Alateen Coordinator	Hotel Liaison
Delegate	Group Records Coordinator	Five Assembly Regis-
Alternate Delegate	Public Outreach Coordinator	tration Committee
Secretary	Literature Coordinator	Members
Treasurer	Archives Coordinator	Other Temporary
Alternate Secretary-Treasurer	Website Coordinator	Trusted Servants
Past Delegates		

**TYPES OF EXPENSES TO BE REIMBURSED:**

**1. Assembly Registration:**

a. Group Representatives, District Representatives and Service Center Liaisons are reimbursed by their respective Group, District or Service Center. When an Officer, Coordinator or Committee Chair of the Virginia Area Assembly also represents a Group, a District or a Service Center, the represented organization provides reimbursement. **Example:** A District Representative who also serves as Group Records Coordinator is reimbursed for Assembly registration by his or her District.

b. Eligible Area Trusted Servants are reimbursed at the single-night, double-occupancy rate, except that the Officers who are required to attend meetings the night before the opening of the Assembly will be reimbursed at the two-night, double occupancy rate. The Area Chair and the Delegate are reimbursed at the two-night, single occupancy rate.

c. No more than five members of the Assembly Registration Committee including the Committee Chair are reimbursed for the cost of registration as follows: two are reimbursed at the two-night, double-occupancy rate and three are reimbursed at the one-night, double-occupancy

rate. When the Registration Committee has fewer than five members including the Chair, no more than two are reimbursed at the two-night rate and the others are reimbursed at the one-night rate.

d. Members eligible for reimbursement should state on the paper or online registration form that the Area will cover the registration cost, or they may pay the full amount and request reimbursement later.

e. Members eligible for reimbursement at the double occupancy rate may opt for single occupancy but must pay the difference in cost.

**2. Travel Cost:** An Area Trusted Servant who incurs travel cost in the course of performing service for the Area, may claim reimbursement for the cost of travel to and from his or her residence and the destination (round trip) at the rate of 20 cents per mile round trip as determined by Google Maps. A passenger in someone else's vehicle may not claim reimbursement. The mileage rate is intended to cover the cost of gasoline, tolls and meals. When travel by the Delegate requires use of public transportation (air, rail, taxi, etc.) those costs will be reimbursed, unless the Delegate instead requests round trip mileage reimbursement at 20 cents per mile.

**3. Lodging:** The cost of lodging incident to travel while in service to the Area is reimbursable at cost, but only if the round trip cannot reasonably be made in one day.

**4. Meals:** The cost of meals while on travel for the Area is not reimbursable.

**5. Postage, supplies and copying:** An Area Trusted Servant who incurs costs for postage, supplies or copying for items or materials used at an Area meeting or at an Area sponsored meeting may claim reimbursement for those costs. Upon request, individuals who present workshops at Assembly will be reimbursed for supplies and copying.

**6. Filing Claims for Reimbursement:** Claims for reimbursement should be given to the Area Treasurer as soon as possible after the cost is incurred, but not later than the end of the same calendar year in which the cost is incurred.

**7. Convention Committee:** The Convention Coordinator and Convention Committee members (except the Area Alternate Delegate who serves as the Area Liaison to the Committee) will be reimbursed from funds in the Convention bank account by the Convention Treasurer for costs incurred in support of the Convention in accordance with policies and procedures established by the Convention Committee. The Area Alternate Delegate will be reimbursed from the Area general fund.

**8. Exceptions to Policy:** Not all conditions or circumstances can be anticipated. If a Trusted Servant needs an exception to this policy, the exception should be requested of the Treasurer at the earliest possible opportunity, preferably before the event when the need for an exception is known ahead of time. In case of a disagreement the Treasurer's decision may be appealed to the Area Chair.