

Area Expense Reimbursement Policy

The Idaho Area will reimburse area officers and coordinators for their service expenses as follows.

- I. Registration
 - a. Early (not late) Registration to area assemblies
- II. Travel Expenses
 - a. Travel expenses with receipts (gas or travel receipt)
 - b. Whenever possible carpooling is encouraged.
 - c. When carpooling with a district representative the cost, whenever possible, should go to the district representative's district. If this is not possible, the costs can be split between the area and the district.
- III. Hotel Accommodations
 - a. Reimbursement of hotel only when it is clearly necessary, and whenever possible, sharing with others to minimize the cost to Area.
 - b. Area Officers/Coordinators living within a 30-45 minute drive of the Assembly location should not be reimbursed for hotel expenses.
 - c. When sharing a room with a district representative the cost, whenever possible, should go to the district representative's district. If this is not possible, the costs can be split between the area and the district.
- IV. Meal Reimbursement
 - a. Area Officers/Coordinators can submit 1 meal receipt while attending the AWSC meeting up to \$10 for breakfast or \$15 for lunch including their beverage.
 - b. Area Officers/Coordinators will be reimburse for the Assemblies meals which includes the Al-Anon luncheon, AA banquet and the Sunday morning breakfast or 1 breakfast up to \$10, 1 lunch up to \$15, 1 dinner up to \$20 during the assembly.