

**AISDV**  
**Travel Expense Reimbursement Policy**  
**Approved on 9/18/08 by Service Board**

**Purpose -**

This policy sets forth the conditions and procedures for which travel expenses will be reimbursed to an AISDV officer, coordinator or member. It is compliant with all requirements of the Internal Revenue Service (IRS) and as such no payments are taxable to the recipient.

**Philosophy -**

In accordance with the Al-Anon tradition that service to the Fellowship should not cost the Al-Anon member, AISDV will pay officers, coordinators or other AISDV members (herein referred to as the AISDV member) for reasonable travel costs while performing services for AISDV.

**Policy -**

AISDV shall reimburse the AISDV member for all reasonable out-of-pocket expenses associated with traveling that the member does in the service role. Automobile usage may either be reimbursed on an out-of-pocket cost basis or on a per mile allowance basis. If reimbursed on a per mile allowance basis, the rate per mile cannot exceed the amount allowed by the Internal Revenue Service in effect on the date of travel. All other reimbursed expenses (tolls, parking fees, etc.) will require a receipt before they will be reimbursed. Mileage amounts must be approved by the Chairperson and the AISDV Treasurer.

**Applicability and Examples -**

This policy does not apply to AISDV members attending an AISDV social event such as fund raising events or gatherings strictly for the purpose of recovery. In addition, this policy does not cover the travel costs associated with the attendance of Information Service Representatives (ISRs) at any Service Board, Steering Committee or other meetings. These costs, if reimbursed, will be done by the Al-Anon Group for which the individual is representing. Also, this policy does not cover the travel costs associated with District representatives at any Service Board, Steering Committee or other meetings. These costs, if reimbursed, will be done by the Al-Anon District for which the individual is representing.

**Administrative Procedures -**

The Al-Anon member will fill out and sign a travel expense reimbursement form and attach all necessary receipts and documentation. The Treasurer will be responsible for the design of the form. Once completed by the member, it must be approved by the Chairperson. The form then goes to the Treasurer for review and payment. In the case of the Chairperson, the Co-Chairperson and the Treasurer will be responsible for approving the reimbursement. Any reimbursement amounts that are expected to exceed \$100 must be approved before their occurrence by the Chairperson.

