

## **NEW HAMPSHIRE INTERGROUP TRAVEL REIMBURSEMENT POLICY – rev November 29, 2018; updated May 29, 2019**

In keeping with OA's Seventh Tradition, New Hampshire Intergroup (NHI) is self-supporting -- using contributions from Meetings to cover administrative and service expenses related to carrying the message of recovery.

One of our expenses is reimbursing our elected Delegates to the World Service Business Conference (WSBC) and our elected Representatives to the Region 6 Assemblies. NHI's delegates and representatives vote on our behalf concerning OA policies, services, and literature.

Each year, NHI determines the number of delegates and representatives to send to WSBC and Region 6 Assemblies based on available funds.

Delegates and Representatives are required to present receipts with a completed expense form in order to be reimbursed for their travel expenses. The expense forms can be downloaded from the [oanewhampshire.org](http://oanewhampshire.org) website.

Delegates and Representatives are also expected to provide a verbal report and a written report of the Conference or Assembly at the Intergroup meeting immediately after the event.

Please note that alcohol and non-event entertainment expenses are not reimbursable.

Other necessary travel expenses will be considered by the Board on a case-by-case basis.

### **Reimbursable Expenses for World Service Business Conference (WSBC) Delegates**

- A. Airfare, including travel insurance, with the delegate making every effort to obtain reasonable flights at the lowest available coach rate as far in advance as possible.

**NOTE:** Because the airline tickets must be purchased so far in advance, it is suggested **that delegates** book their flights with a carrier that has the most flexible terms in regard to cancellations and refunds. (Currently Southwest Airlines).

- B. Baggage fee for 1 bag, if applicable
- C. Mileage to/from the Logan or Manchester airports at the NHI mileage rate of .20 per mile
- D. Tolls to/from Logan airport
- E. Logan Express bus ticket, if used
- F. Manchester airport parking fees, if used, at the lowest long-term parking rate
- G. Shuttle/cab rides to/from the Albuquerque airport and hotel
- H. Tips (bus, shuttle, cab, hotel staff)
- I. Hotel room and taxes at the Conference Hotel for a maximum of six nights

The WSBC conference usually has a hotel associated with the event. The Delegate is not required to stay at the Conference hotel, however the price paid by Intergroup will not exceed one-half the cost of the daily room rate in a double occupancy room at the Conference hotel. It is up to the Delegate to verify this with the NHI Treasurer when submitting the expense form. The Conference hotel rate includes breakfast.

J. Meal expenses

Delegates attending the Conference shall receive meal reimbursement for expenses incurred during the dates of their service and during travel dates to and from the service destination. Delegates are encouraged to participate in the hotel breakfast. Lunches, dinners, and incidentals should not exceed \$50 a day.

**Reimbursable Expenses for Region 6 Representatives**

A. Mileage to/from the Assembly at the NHI mileage rate of .20 per mile

B. Mass Pike tolls

C. Hotel room and taxes at the Assembly Hotel for one night, double occupancy rate

The Region 6 Assembly usually has a hotel associated with the event. The Region Rep is not required to stay at the Assembly hotel, however the price paid by Intergroup will not exceed one-half the cost of the daily room rate in a double occupancy room at the Assembly hotel. It is up to the Representative to verify this with the NHI Treasurer when submitting the expense form.

D. Meal expenses

Region Representatives attending the Assembly shall receive meal reimbursement for expenses incurred during the dates of their service and during travel dates to and from the service destination. Region Reps are encouraged to participate in the catered buffet lunch on Saturday. As an example for Fall 2018, Reps paid \$10 per person, and Region 6 subsidized the remaining lunch costs.

Representatives may submit reimbursement for the following meals: dinner on Friday evening, Saturday breakfast, Saturday luncheon, and Saturday dinner. Meals and incidentals should not exceed \$25 for Friday evening and \$50 for Saturday.

E. Tips (hotel staff)

**Cancellation and Refunds/Repayment of Expenses for World Service Business Conference (WSBC) Delegates**

A. Our delegates are “trusted servants” and commit to attending WSBC in good faith early in the year, often by mid-February. In order to obtain reasonable flights at the lowest available rate, airline tickets must be purchased as far in advance as possible.

B. In the event a delegate must cancel travel plans for which she/ he has already been reimbursed by NHI, the delegate agrees to:

- 1) Apply for a refund through the airline, knowing that airlines have strict conditions on refunds. If a refund is received, she/ he will reimburse NHI for the ticket price
- 2) Reuse the credit for the ticket on personal travel within 12-months (applies only to Southwest Airlines’ current policy), and reimburse NHI for the price of the original ticket
- 3) Use the pre-paid travel insurance and file a claim with the insurer.
  - i. When/If the claim is paid, the delegate will reimburse NHI in the amount of the claim payment received
  - ii. If the claim is rejected, the delegate will submit a written explanation of the situation that led to the cancellation to NHI
- 4) If the delegate does not have travel insurance, the delegate will submit a written explanation of the situation that led to the cancellation to NHI

C. Any unused registration fees will be considered a donation by NHI to the World Service Office

Sources Consulted:

- U.S. General Services Administration <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- Triangle North Carolina Intergroup <http://triangleoa.org/>
- Greater New York Metro Intergroup <http://www.oanyc.org/metro-intergroup-info>
- Denver Intergroup <https://www.oadenver.org/>
- Philadelphia Area Intergroup <http://oa-phila.org/>
- New Jersey Intergroup <http://www.northjerseyioa.com>

**REGION 6 EXPENSE FORM**

**Please use for all Region 6 expenses**

**Total of Expenses**

--

**Date Submitted**

--

**Name**

**Address**

**Phone**

**email**


**PLEASE ATTACH RECEIPTS**

<b>EXPENSE CATEGORIES</b>	<b>Amount</b>
Hotel room (NHI covers 1 night - double occupancy)	
Meals at hotel	
Meals not at hotel	
Mileage (NHI calculates @.20 mile)	
Tips	
Tolls	
<b>Expense total amount</b>	

**NHI TREASURER USE ONLY**

Date Intergroup Paid:
Check #

**WSBC DELEGATE EXPENSE FORM**

**Please use for all WSBC Delegate expenses**

**Total of Expenses**

--

**Date Submitted**

--

**Name**

--

**Address**

--

**Phone**

--

**email**

--

**PLEASE ATTACH RECEIPTS**

<b>EXPENSE CATEGORIES</b>	<b>Amount</b>
Albuquerque Airport/Hotel shuttle	
Bus to Logan Airport	
Airfare	
Airline Luggage fee (1 bag)	
Hotel room (NHI covers 6 nights - double occupancy)	
Meals: not to exceed \$50 a day	
	Meals at hotel
	Meals not at hotel
Mileage to Logan or MHT (NHI calculates @.20 mile)	
Tips (Hotel, bus/shuttle driver)	
Tolls	
Travel insurance	
<b>Expense total amount</b>	

**NHI TREASURER USE ONLY**

Date Intergroup Paid:
Check #