

NCC Delegates Travel Expense Guidelines

Accepted by NorCal CoDA - 24 Jan 2009

Annual CoDA Service Conference Registration Fee – “Early Bird” rate paid in full including any meals or events that are being sponsored by the conference.

Meals - \$35 dollars per day for a number of days equal to the number of covered nights of hotel stay (see below). Number of nights of authorized hotel times \$35 will equal total maximum.

Car – No rental car provided

Hotel – Will be paid in full up to 50% of the “Early Bird” rate double occupancy required under the terms list below*:

- Shared rooms (double occupancy required)
- NCC same sex delegates as first choice, so it is a saving to NCC
- Reservations to be made before “Early Bird” rate expires
- Hotel stay will be reimbursed as follows
 - If conference starts in the AM - check-in the previous night
 - Conference starts in the PM - check-in the day of event
 - Conference ends in the AM – Same day check-out
 - Conference ends in the PM– Next day check-out

*Single room rates or rates higher than “Early Bird” rates need to be approved in advance by NCC Committee.

Air Fare – Will be paid in full under the terms listed below:

- Coach only
- 21 day in advance reservation
- If reservation is made less than 21 days in advance, reimbursement is limited:
 - To Denver or points west of there: \$150
 - East of Denver: \$350

Misc – To be used for incidental expenses at delegates’ discretion. Limit: \$50.

Receipts – Required for all items and must be turned in to NCC Committee Treasurer within 6 months of conference.

Note: If a delegate chooses to go outside the guidelines and has receipts. NCC will only pay up to \$1000 max for travel to points East of Denver and \$800 max for travel to Denver or points west.