

## Addendum 2

Motion 2 - update to Officer/Coordinator expense guideline.

### **A. Transportation**

1. Rate is 3 cents less than the IRS business allowance per mile per vehicle. Each driver and vehicle shall be reimbursed for the total miles traveled.
2. Whenever possible, at least two Area Officers and/or Coordinators shall travel in the same vehicle, dividing the expense.
3. If there are any passengers in the vehicle other than the Area Officers and Coordinators, their contributions shall be subtracted from the dollar amount of the Area allowable expense. After that, the allowable expense shall be divided equally between the Area Officers and Coordinators riding in the vehicle. Each Officer or Coordinator shall submit her/his portion of the expense to the Area and reimburse the driver that amount. Tolls and ferry fares shall be added to the total allowable Area expense per vehicle before contributions are deducted. Area Officers and/or Coordinators with a recognized disability as defined by the ADA (Americans with Disabilities Act) who require a caregiver to travel and lodge with them are not required to travel or lodge with another Area Officer and/or Coordinator. The Officer/Coordinator will be reimbursed in full for mileage, lodging and other costs incurred by the caregiver in assisting the officer/coordinator.
4. Charter bus rates will be paid for individuals traveling in that manner.
5. The cost of ~~airplane~~ tickets will be reimbursed up to the cost of driving the same distance in a vehicle.

### **B. Lodging**

1. Reimbursement for up to two night's lodging will be made for actual expenses incurred, up to a maximum of the convention rate at the host hotel. All occupants shall pay equal amounts.
2. Whenever possible, at least two Area Officers and/or Coordinators shall lodge in the same room, dividing the expense. Americans with Disabilities Act) who require a caregiver to travel and lodge with them are not required to travel or lodge with another Area Officer and/or Coordinator. The Officer/Coordinator will be reimbursed in full for mileage, lodging and other costs incurred by the caregiver in assisting the officer/coordinator.
3. Any upgrade in accommodations shall be the responsibility of the person choosing to upgrade.