



**Adult Children of Alcoholic and Dysfunctional Families  
World Service Organization**

**1458 E. 33rd Street, Signal Hill, CA 90755**

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**MONTHLY TELECONFERENCE MINUTES  
July 10, 2021 2PM Eastern**

THIS IS A REGULARLY SCHEDULED MEETING WITH NOTICE GIVEN ON THE ACAWSO WEBSITE AND THE TRAVELER NEWSLETTER  
Please notify the secretary with changes, additions, or motions for this meeting.

**Zoom Meeting ID: 228-809-511, PWD: 90755**

Zoom Meeting Details:	Dial US	Dial International
Zoom ID: 228 809 511 Passcode: 90755	<b>US:</b> +1-669-90-06833 (San Jose) <b>US:</b> 1-929-205-6099 (New York)	<a href="#">Zoom International Dial-in Numbers</a> <ul style="list-style-type: none"><li>● <b>DEN:</b> +45 89 88 37 88</li><li>● <b>SWE:</b> +46 8 4468 2488 +46 8 4468 6646</li><li>● Full list of international Numbers <a href="https://zoom.us/j/228809511?pwd=90755">https://zoom.us/j/228809511?pwd=90755</a></li></ul>

Call to Order – Open with the ACA Serenity Prayer

A. Roll Call of Board Members – Bill D, Charlie H, Erin D, Fredrik H, Jasmina T, Jim B, Justine F, Liz C, Sharon F, Sue V (absent), Tamara P

B. Quorum established

C. Guest Introductions

John Z WSO Publishing Manager	David - Alabama IG Group 0034 WSO Service Network Committee	Lucia S. - FL  WSO Controller [MJ1]  Vice Chair Finance	Michelle H - WI Web 0111
Amber D – Florida IG 643  Member service Committee	Jim R - NY  WEB0120  Chair Ballot Prep	Marcia J. - IA-IL QCA Archives Chair	Renee - MA 061
Barb S – Colorado  Women meeting	Julianne V – Indianapolis Indiana – Delegate for Tel 0411 , ABC Committee	Marcin C - UK  Polish Translation Committee  REA, Region Subcommittee	Shari - IG 648 Chair for Greater East Bay
Barbara – Northern California, Nominating Committee	Karin S – Illinois – Co Chair ABC/AWC Committee, Chair of the Concepts Study Group,	Marcus H - East Bay of San Francisco, California, Delegate and Secretary IG 646	Rich R  Chair H&R
Brad L./MD  WSO IT Chair, NE Region, Capital IG	Kathy T./CA 837  MSSC, Literature: IT: Service Safety	Marion F South Africa, Vice chair Global Committee, Publishing Committee	Terra A  Co-Chair IG Colorado
Alexandra E – Sweden – Spiritual Inclusion, Committee for REA. Member Swedish IG	Laura L./SoCal  Region, Nominating	Tamara – Hawaii	Ina – Belarus  Rep for Russian speaking fellowship.

Brian – Calgary, Alberta Canada	Erika - NY	Donna – Philadelphia Rep Pennsylvania IG	Denise R./Alaska 021  Literature and Nominating Committee
Christine B Chair Literature Committee	Tom A - Pittsburgh IG rep	Denis S - Russia	Carole C Vice Chair Region 2.
Carol G./CA  Monterey Bay IG  Finance Committee	Aleksandra/Poland IG  Translations Vice-Chair	Aleksandra – Poland, Polish IG Rep, WSO Lit translation sub. Committee	Nancy G

D. Tradition Seven - Every ACA group ought to be fully self-supporting, declining outside contributions.

E. Minutes:

*(Fredrik H) Motion to approve the June 12th, 2021 Teleconference Minutes*

*Second: Bill D*

*Discussion: Sharon. Remove the text in motion 3 that shouldn't be a part of the motion*

*Decision: Minutes approved with subject to removing last section in motion 3.*

F. Chair Report – Charlie H

*Welcome to everyone. No special report this month. I want to say from my perspective, oftentimes the greatest value of the monthly teleconference comes from the comments we get from non-board members, the questions the concerns that get raised, because I think that really helps us have a much better understanding for the Fellowship.*

G. Treasurer's Report – Justine F <https://acawso.org/category/treasurer-reports/>

*No report this month because the change of reporting procedures. Next month will there be a report.*

H. Committee Reports: All reports can be found on the business website: <http://acawso.org>

1. Executive Committee: Sharon F <https://acawso.org/category/executive-committee/>

2. Archive Committee: Marcia J <https://acawso.org/category/archives/>

*Question from Charlie: You discussed looking to hire a company to scan archival documents. You used the word invoices, but it sounded more like estimates or bids.*

*Marcia: I call them invoices but you are correct. It has been estimates.*

3. Ad hoc Committee for Representation, Equity, and Accessibility: Alexandra E, Sweden <https://acawso.org/category/representation-equity-accessibility/>

4. European Committee: Fredrik H <https://acawso.org/category/european-connection/>

5. Finance Committee: Justine F <https://acawso.org/category/finance/>

6. Global Members Committee – Marion F - <https://acawso.org/category/global-members/>

7. Information Technology (IT) Committee: Brad L <https://acawso.org/category/information-technology/>

*Question from Jim B regarding the new webpage for Audio recordings: The audio, is that released or not and if so, could you post the link in the chat?*

*Answer: Yes it is released and I will post the link.*

*(Link: <https://adultchildren.org/resources/workshop-audios/> )*

*Question from Liz regarding the Team up calendar for ACA meetings: About the team up. Is that going to be in addition to the unofficial ACA team, or is it completely separate from the unofficial.*

*Answer from Brad L:*

*Joe A, which might manage this thing on official team up, I've been reaching out to him, and trying to connect. If we connect, we may end up coordinating something. But right now, it's probably just going to be an additional team up with our calendars*

8. Literature Committee: <https://acawso.org/category/literature-committee/>Christine B
9. Member Services Committee: Amber D <https://acawso.org/category/member-services/>
10. Public Services Committee with H&I: Jim B  
<https://acawso.org/category/public-information/> and  
<https://acawso.org/category/h-and-i-committee/>
11. Publishing Committee – Bill D <https://acawso.org/category/publishing-committee/>
12. HR Committee Rich R <https://acawso.org/category/human-resources/>
13. WSO Office: Nick C <https://acawso.org/category/wso-office/>

*Nick on vacation so no report this month.*

14. DCOC: Sharon F <https://acawso.org/category/dist-ctr-oversight/>
15. Service Network Committee: Karin S  
<https://acawso.org/category/service-network-committee/>
16. ABC AWC Committee: Karin S <https://acawso.org/category/abc-committee/>

*Question from Bill D: Are you going to talk about and be a part of the regional event taking place in Florida 1<sup>st</sup> of November?*

*Liz: I haven't taken it up in the Committee yet.*

*Suggestion from Charlie: Talk about it at the next Executive Committee session.*

17. Delegate Training Subcommittee – Cheryl F  
<https://acawso.org/category/delegate-training/>

*No report, Cheryl F not present.*

18. Ballot Prep Committee: Jim R <https://acawso.org/category/ballot-prep/>

*Charlie: Can you present the proposal which should be sent out to the Board before sending it out? Mostly because what I hear, there will be some changes because our survey revealed that delegates thought it was too many Proposals.*

*Jim R: Yes, we can do that, some things will change. We will, for example, delete the sentence of the 60% rule. Because it will be a slightly different approach this year, we think. We will give more support to those who write Proposals but also by referring them in the right direction. Maybe it should go to a committee instead of becoming a Proposal.*

*And to clarify, BPC sees this as a multi-year process this change.*

19. OPPM Committee: Jasmina T <https://acawso.org/category/oppm/>
20. Ad Hoc Committee on Meeting and Service Safety – Erin D  
<https://acawso.org/category/ad-hoc-meeting-and-service-safety-committee/>
21. Nominating Committee: Denise R <https://acawso.org/category/nominating-committee/>

## **BREAK**

Roll Call of Board Members – Bill D, Charlie H, Erin D, Fredrik H, Jasmina T, Jim B, Justine F, Liz C, Sharon F, Sue V (absent), Tamara P

**Quorum established**

### **J. Motions passed at the Executive Committee 15th of June**

Expenditures Approved:

To approve payment of \$37.11 to Tracy McGrath for high-resolution copies of images for the Loving Parent Guidebook. - approved unanimously with Charlie H. absent

Background: Publishing Committee was formed in 2021 and does not yet have its own line-item budget. The Publishing Committee will include specific details on these expenditures in its report.

SC-1: To approve the expenditure of \$420 USD plus any applicable taxes for 20 barcodes.  
*Approved unanimously with Charlie H. absent*

SC-2: To approve up to \$200 be paid to the Publishing Committee Special Worker for reimbursement of miscellaneous expenses for publishing work. -

*Approved unanimously with Charlie H. absent*

## **K. Motions passed at a Board Working Session on June 10, 2021**

### **1) Motion: Sue, Seconded by Bill**

To approve the hiring of 2 paid workers for publishing for 1 year, with a 60 day notice.

**Result: All in favor. (Absent Erin)**

### **2) Motion: Jasmina, Seconded by Sharon**

To give Gloria a 13% pay raise, effective immediately, as her last raise was in August 2018 and this raise amount is included in this year's budget.

**Result: All in favor, absent Erin and Tamara**

### **3) Motion: Jasmina, Seconded by Bill**

To give Eleni a 5% pay raise. As her last raise was in June 2018

**Result: All in favor, absent Erin and Tamara**

- I.** Motions passed via Specific Concurrence (SC) since the last Teleconference. An SC is considered time sensitive and is done electronically.

### **All SC:s passed**

1. Motion (made by Charlie H., seconded by Jim B.)

Ratify Christine B., as Literature Committee Chair

Background: The Literature Committee met on Friday, June 4, and nominated Christine B., who is volunteer coordinator for Literature and also has spearheaded a ComLine reboot project.

2. Motion (made by Charlie H., seconded by Jim B.)

Ratify Justine F., as the Literature Committee Board Liaison

Background: The Literature Committee has also nominated Justine F. as the committee's Board Liaison, while recognizing that potential changes in the committee structure might eliminate this position.

3. Motion (made by Charlie H., seconded by Sharon F.)

Beginning June 1, 2021, make the following changes to the Board of Trustees' meeting practices and procedures:

- a. The board will schedule regular working sessions on the second and fourth Thursdays of the month.

- b. The executive committee will meet on the first and third Thursday of the month and will finalize agendas for the next working session, based on submissions from trustees and WSO committees.
- c. The monthly teleconference will report on WSO activity that occurred or was completed by the close of the previous calendar month. This includes board motions and the receipt of finance information on which the monthly treasurer's report is based.

Background: The board's current schedule creates a number of avoidable "haste makes waste" situations, which can make it hard for the board and fellowship to digest and reflect on WSO actions. The motion creates more space for the board to consider motions, by completing agendas a week before a board working session, and providing at least eight days between passage of board motions and when they are reported at the next teleconference. This will create a more orderly process for assembling the monthly TC agenda. The current schedule often requires action on motions, or reporting on actions and information, received just one to two days before a board working session or teleconference.

4. Motion (made by Sharon F., seconded by Jasmina T.)

That the Treasurer's Report at the Board Monthly TC be a "month behind" other board reports.

Background: Monthly financial reports include information for the whole month. Often, financial information is still coming in the night before the TC. Verifying these numbers in a timely manner for reporting to the Board on the 2nd Saturday of the month is difficult and has also resulted in reports being amended during the next month. An example of this motion is that the June 2021 financial report will be given at the August monthly TC.

5. Motion (made by Jasmina T., seconded by Bill D.)

That the OPPM be updated as follows:

"While the total monthly amount for all salaries paid for Special Workers is included in the Profit and Loss Statement each month, ACA WSO does not require that individual salaries of Special Workers be published. Therefore, after the Board approves motions for new hires or salary raises, no monetary figure will be included in the book of motions or teleconferences. However, in the case of motions to approve raises, the percentage of increase must be included in the motion."

6. Motion (made by Jasmina T., seconded by Bill D.)

That ACA WSO hire John Zitzmann as a part-time employee for the job of Publishing Manager. This will be for a maximum of 30 hours per week. Start date to be determined at the Board's discretion.

Background: After a weeks long interview process the hiring committee unanimously recommended John Zitzmann as the Publishing manager. This position is needed for ongoing publishing needs and to clear the publishing backlog.

7. Motion (made by Jasmina T., seconded by Bill D.)

That the Board approve the updated mission statement of the OPPM Committee:

8. Motion (made by Sharon F., seconded by Bill D.)

That the Travel Reimbursement Policy in Appendix IX of the OPPM be amended as proposed.

(See Appendix IX attached in the Agenda)

#### J. ANNOUNCEMENTS

**Next WSO Board Teleconference Meeting is Saturday August 14<sup>th</sup> at 2PM EDT**

#### K. Guest Comments

***Marcus H: Question about Loving Parent Guidebook. Regarding preorders. Could we preorder LPG?***

*Answer from Sharon F: The preorder mentioned is not about North America. It is primarily in Europe. And that is because the distribution we are working on is in Europe.*

***Marcus H: Question about where in the process ACA WSO is when it comes to name changes according to the two proposals on ABC.***

*Answer from Charlie H: We have not got heavily started.*

*It is clearly in the interest of the Fellowship to begin discussing this now*

*One question: Is an ABC enough to change something so fundamental?*

*We want to start a dialogue with the Fellowship and then continue the discussion on the next ABC.*

*If you are interested in participating in the dialogue, please contact me.*

**Alexandra E:** As a member of REA, I want to take the opportunity to talk about how we use mission statement. We see it as Mission is a religious word, also Christian.

**So Maybe use Purpose instead of mission because it's close to my heart.**

*Response from Charlie H: In the OPPM I think we have changed it to purpose instead of mission, but we will look into it more.*

**Kathy T:** I wish we could have a clearer picture of what kind of literature is going on. As a report where members can follow what is going on.

**A list perhaps of ongoing literature projects.**

*Answer from Christine B. At the moment, our backlog is very small. One of the things we do, is to contact the members to ask the question. If you have submitted a proposal, please do it again because we can not find it.*

*Next thing. One of the things I took on my responsibility when I became Chair, was that with each quarterly report, the Fellowship should find out what's going on.*

*Part of the problem so far is ZOHO.*

*ZOHO has been extremely difficult to work with and as a result, there have been some forms that we have not been able to pick up from ZOHO and start working with.*

*That has changed now. Greg and I are working on this now.*

*It is a completely reasonable wish that you have, and we are working on it. There will be a literature report describing what literature projects are in progress.*

*But it does not happen overnight.*

**Brian:** Are there IG: s and Regions for telephone and online meetings? And could people from telephone and online meetings be a part of WSO Committees?

*Answer from Justine: I will put an email in the chat. Email me and I will put someone working with this in contact with you. There are members working on this kind of question. I think there is an IG near you.*

*There are now 2 Regions in North America, more to come. Joe H. and I now are talking about forming Regions for online meetings. I am Chair for the Northeast Region 5.*

*Answer from Sharon F: Get the contact to Tamara, who is the IG subcommittee Chair.*

*As far as doing service in WSO Committees. I came into WSO service through a Telephone group. Everyone is welcome.*

*Answer from Charlie H: There is at least one European IG that only contains online meetings.*

**Kathy T: Question for Christine B, I see the project Bill of rights, but I don't see anything about the Addressing predatory behavior tent card. My question is, if that also could be on the future list?**

*Answer from Christine B: That was on the quarterly meeting. I shared a PowerPoint where all the ongoing projects was on, and the one you mentioned was on there. Brad L will post it for members to look at.*

*Regarding the Tent Card. We have asked members to look at it for comments. The deadline was November 2020. We know have these comments and they are on our agenda for next meeting.*

*Charlie: It is available on our free download website. And has been for a while.*

**Tom A: I wanted to reconnect to what Brian was saying. I am in Pittsburgh, Pennsylvania and we have a long way, 5-hour drive one direction, to attend an IG meeting. We have wondered if there is other ways to deal with this. We would be very interested in an IG online.**

*Comment from Jim R: The Member Service Committee was partly started for members or IG: s that don't have an IG or Region connection.*

L. Motion To close

*Sharon F motion to close the meeting.*

*Seconded by: Fredrik H*

M. Closing Serenity Prayer

N. Summary of 2021 ABC Proposals and Floor Motions

<b>Issue</b>	<b>Outcome</b>	<b>Status</b>
To revise or develop Amazon Kindle editions of ACA literature so that they correspond to the same page in hard copy publications	Board Motion prior to ABC	Publishing Committee is currently working to update the English BRB version, as well as add the Yellow Workbook and the new Loving Parent Guidebook to Kindle. Other publications and languages will follow.
International Literature Scholarship Fund	Board Motion prior to ABC	The 7 <sup>th</sup> Tradition page currently accepts funds for the fund. Finance Committee and Publishing have been tasked with setting up procedures for application and disbursement of those funds.
Creation of 12 Step & 12 Tradition Book (12x12 or 12x12x12 to include the Concepts)	Motion did not pass	Groups, Intergroups and/or Regions who are interested in developing this literature are welcome to submit a draft to Literature Committee. Refer to Literature Committee as well.

<p>Creation of a pamphlet/trifold be developed to outline/describe the significant differences between the ACA fellowship and other 12-step programs.</p>	<p>Referred to the Board</p>	<p>Refer to Literature Committee for assessment</p>
<p>We move that a new literature subcommittee begin planning a revised edition of the Big Red Book, with new testimonials and updated content, to be more inclusive of all experience of gender, sexual orientation, ethnicity, religion/spirituality, and a broader range of socio-economic and cultural backgrounds</p>	<p>Passed</p>	<p>Refer to Literature Committee</p>
<p>We propose that in future printings of Chapter 19 in the BRB, the second personal share under TRADITION THREE (p. 503) be deleted entirely</p>	<p>Passed</p>	<p>Refer to Literature Committee</p>

<p>We propose that Adult Children of Alcoholics (ACA) officially change its name to Adult Children of Alcoholics and Dysfunctional Families (ACADF).</p> <p>- combined with</p> <p>We propose that WSO use the acronym ACA/DF in order to include people whose parents are not alcoholics.</p>	<p>Referred to the Board</p>	<p>Refer to Executive Committee to refine the proposal - Task force to set up a series of Town Halls using KBDM to start a Fellowship Wide discussion? (Include Bill to address DBA and other issues brought forth during the ABC discussions.) Send out a multiple language survey of possible name change choices?</p>
<p>We propose that a Topic book that covers the very unique and specific challenges that ACA deals with be developed. Ideally this would be in a format that each individual topic could be read in 15 – 20 minutes, so can be used as the content of a topic meeting.</p>	<p>Referred to the Board</p>	<p>Groups, Intergroups and/or Regions who are interested in developing this literature are welcome to submit a draft to Literature Committee. Refer to Literature Committee as well.</p>
<p>We propose that WSO create an ACA app for mobile devices.</p>	<p>Referred to the Board</p>	<p>Refer to IT Committee to call for volunteers to form a group to study cost, feasibility, and scope</p>

<p>We propose that WSO assemble a committee—comprised (wholly or in part) by transgender, nonbinary, gender-fluid, and/or other gender-non-conforming ACAs—to determine whether and how to make future printings of the BRB more gender-inclusive.</p>	<p>Referred to the Board</p>	<p>Refer to Literature Committee</p>
<p>We propose that WSO produce a version of the BRB and other literature where the level of language is aimed at junior high-school level rather than university-grade English, so that the content is more easily understandable to people for whom English is a second language, rather than their mother tongue.</p>	<p>Referred to the Board</p>	<p>Refer to Literature Committee</p>
<p>Motion to approve a suggested allocation of a meeting’s surplus funds be 60% to local IG, 30% to WSO, and 10% to Region.</p> <p>If the funds are coming from an IG, the suggested allocation would be 60% to WSO and 40% to the Region.</p>	<p>Delegates deemed not time-sensitive</p>	<p>Referred back to Finance Committee - Suggest seeking feedback from IGs and Regions before finalizing.</p>

<p>General idea: Policy for listing or delisting meetings from the WSO meeting list.</p>	<p>Not discussed at ABC due to specificity of floor motion and prior Board action</p>	<p>WSO began a series of “Only Meeting” Town Halls to launch a Fellowship-wide discussion the issues (safety vs exclusion) in order guide the Board in developing a Traditions-based policy on which meetings can be listed or delisted from the website.</p>
<p>We propose WSO create a working group to investigate the viability of utilizing and implementing Knowledge Based Decision Making (KBDM) in future ACA business conferences.</p>	<p>Delegates deemed not time-sensitive</p>	<p>A group is currently meeting to study KBDM. Propose that this study group be incorporated into Governance CC.</p>

**APPENDIX IX – TRAVEL REIMBURSEMENT POLICY**

<p align="center"><b>Original</b></p>	<p align="center"><b>Proposed</b></p>
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**Note:** Copies of receipts are required for all expenditures.

All expenses for transportation, lodging and food are reimbursable for Board members, employees, and others while traveling on WSO business as long as the travel is pre-approved and accepted as necessary by the board.

**Note:** Copies of receipts are required for all expenditures, **except as otherwise noted in this policy.**

All **reasonable** expenses for transportation, lodging and food are reimbursable for Board members, employees, and others while traveling on WSO business as long as the travel is pre-approved **using the Travel Approval Form (shown at the end of this appendix) or is part of larger group travel, such as to the ABC, which is** accepted as necessary by the board.

**Travelers may arrive the day before a scheduled WSO event. Travelers crossing three time zones and/or have more than eight hours of flying time, including layovers, may arrive an additional day prior to a scheduled event. Any requests for additional days outside this timeframe require board approval.**

<p><b>Transportation to the Destination:</b> Each person should travel the most efficient and economical means as reasonable and possible. The following transportation costs are reimbursable:</p> <ol style="list-style-type: none"> <li>1. Airline or train tickets, including the cost of one checked bag.</li> </ol>	<p><b>Transportation to the Destination:</b> Each person should travel the most efficient and economical means as reasonable and possible. The following transportation costs are reimbursable:</p> <ol style="list-style-type: none"> <li>1. Airline or train tickets, including the cost of one checked bag. <b>The cost of flight insurance is also reimbursable.</b> <ol style="list-style-type: none"> <li>a. Travelers are responsible for the cost of seat upgrades, unless pre-approved by the Board for health reasons.</li> <li>b. WSO only pays for flights to and from the approved destination. If the traveler is connecting to another destination as well, they are responsible for those additional costs. To determine the reimbursable amount, when making travel arrangements, screenshots showing the information about cost of a single destination round trip ticket at the time of the purchase of the actual ticket should be made to later submit with the expense report.</li> </ol> </li> </ol> <p><b>NOTE:</b> While Non-Stop flights are frequently available at the same or similar cost as other flights, when such flights are at least 10% more expensive, but could avoid significant layover time, reasonable decisions should be made that show the Fellowship's money is being spent wisely.</p>
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<ol style="list-style-type: none"> <li>2. Airport parking for the least expensive daily parking rate.</li> <li>3. Cab fare or the cost of mileage reimbursement for a friend or relative who drives the traveler to the airport. Mileage reimbursement is in based on GSA (US General Services Administration) guidelines.</li> </ol>	<p style="text-align: center;"><b>No Change</b></p>
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note that if public transportation is available, then every effort should be made to use it – unless it is too inconvenient because of baggage and materials being transported.

if the traveler chooses to drive rather than use a more economical mode of travel, the reimbursement would not exceed the cost of fare and related expenses.

Driving vs. flying: If the traveler chooses to drive **from home to the destination** rather than use a more economical mode of travel, the reimbursement **for car rental and/or gas may** not exceed the cost of fare and related expenses.

**in such cases, the traveler should make screenshots showing the cost of a single destination round trip ticket for submission with their expense report, taken on a date that corresponds to a reasonable date when flight reservations would have been made.**

**Other Travel Alternatives, such as Bus or Train:**

**Guidelines are the same as noted above for Driving vs. Flying.**

<p><b><u>Transportation at the destination:</u></b> All factors should be taken into account when deciding whether to rent a car or use local transportation options.</p> <p>It is most reasonable and effective for the traveler to rent a car, the reimbursement will include the rental cost, rental car company insurance, and gas. The Board should be asked for general consensus when making a decision to rent a car.</p>	<p><b>No Change</b></p> <p>OPE: if free transportation is available during any leg of a trip, such as for travel to and from the airport, every reasonable effort should be made to use it – unless there are health or safety concerns, or it is too difficult because of luggage and materials being transported.</p>
<p><b><u>Food, Incidentals, and Entertainment:</u></b></p> <p>1. Food and Incidentals per diem, herein referred to as M&amp;IE (Meals and Incidental Expense rate):</p>	<p><b><u>Food, Incidentals, and Entertainment:</u></b></p> <p>1. Food and Incidentals per diem, herein referred to as M&amp;IE (Meals and Incidental Expense rate). <b>WSO has adopted rates that are based on the U.S. Government’s General Services Administration (GSA) M&amp;IE policy.</b></p>

Receipts are not required for meals and incidentals for which M&IE is claimed.

Payment for M&IE expenses while traveling will be \$58 per day, or an equivalent amount in a foreign currency for non-US travelers. This includes \$5 for incidentals. It is also applicable for travel days.

These figures were derived using US General Services Administration (GSA) recommendations as a guideline.

General Partial M&IE details:

- a. Any of the traveler's meals that are provided or paid for by others, including as part of an event/meeting should be deducted from the M&IE for that day per the following:

Breakfast \$11, Lunch \$16, Dinner \$26. As an example, if lunch is provided, the traveler will claim \$42 M&IE for that day (\$58 minus

\$16.) Note: hotel and airline meals that are provided are not considered as being provided by others.

Receipts are not required for meals and incidentals for which M&IE is claimed.

Payment for M&IE expenses while traveling will be \$58 per day, or an equivalent amount in a foreign currency for non-US travelers. This includes \$5 for incidentals.

maximum partial M&IE of \$43.50 is granted for travel days. A full day's M&IE is granted when such travel from home destination lasts eight (8) or more hours.

General Partial M&IE details:

- a. Any of the traveler's meals that are provided or paid for by others, including as part of an event/meeting or provided by the hotel, should be deducted from the M&IE for that day per the following: Breakfast \$11, Lunch \$16, Dinner \$26. As an example, if lunch is provided, the traveler will claim \$42 M&IE for that day (\$58 minus \$16.) Note: because of the infrequency of having airline meals provided, they are not considered as being provided by others.
- b. M&IE for local travelers on travel days: those who drive to an event/meeting within 100 miles may claim M&IE for only the meal(s) they have to pay for

<p>b. M&amp;IE for local travelers on travel days: those who drive to an event/meeting within 100 miles may claim M&amp;IE for only the meal(s) they have to pay for themselves during the time they are asked to be on site.</p>	<p>themselves during the time they are asked to be on site.</p> <p>c. When all meals are provided, there will be no per diem available, including the \$5 for incidentals.</p>
<p>entertainment: On the rare occasion that a board member or key employee invites her members of the fellowship, employees, or vendors to a meal, they will make every effort to stay within the individual meal costs for all parties for that meal. To keep things simple, they will not be required to obtain an extra receipt for just their own meal, but instead have their meal paid for as part of the whole and then deduct that meal from their M&amp;IE.</p>	<p><b>No Change</b></p>

**ACA WSO PRE-TRAVEL AUTHORIZATION FORM**

All travel on behalf of ACA WSO requires authorization prior to confirming the travel arrangements. This form should be completed by the traveler and submitted to the committee chair or board member who is responsible for the traveler’s budget. After that person approves, please send to the Treasurer, who will obtain Board approval.

**Traveler** \_\_\_\_\_ **Date of Submission**

\_\_\_\_\_

First Name                      Last Name

**Destination**

\_\_\_\_\_

**Date of Departure** \_\_\_\_\_ **Date of Return**

\_\_\_\_\_

**Purpose of the Travel and Goals to be Accomplished**

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**Estimated Funds Required** \_\_\_\_\_ **Budgeted or Unbudgeted?**

\_\_\_\_\_

**Cost Center (Committee or Account #)** \_\_\_\_\_

**Submitted by** \_\_\_\_\_

**Committee Chair or Board Member Printed Name**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Board Approved Motion** \_\_\_\_\_ **Date** \_\_\_\_\_

