

## ***New York North Area Assembly Expense Guidelines***

In an effort to create an accurate financial picture of operating expenses, NYN recommends that all Officers and Coordinators turn in all expenses incurred with each position. If an Officer or Coordinator wishes to donate any portion of their expenses back to NYN they may chose to do so.

***Sharing of transportation and lodging expenses is highly encouraged. If there are specific reasons and or circumstances that the guidelines set forth cannot be adhered to, the NYN Treasurer, Chairperson and Delegate or a Finance Committee shall have the authority to reimburse within reason.***

***The New York North Area will offer to pay the registration, transportation, lodging and meal expenses of the Officers and Coordinators of the NYN Area Assembly not covered by the Officer or Coordinator's group, district, or AIS as follows:***

- ***Lodging for Spring & Fall Assembly:*** The NYN Area will offer to pay lodging expenses for all officers and coordinators of the NYN Area Assembly at ½ of the room rate based on at least double occupancy. Occupancy is clarified to mean if 4 persons share a room, ¼ would be paid, if 3, then 1/3 would be paid and if 2, ½ would be paid. If an officer or coordinator chooses not to share a room, that individual will be responsible to reimburse NYN @ ½ of the nightly room rate. If an officer or coordinator is also a GR or DR, NYN asks that the group or district share half of the officer or coordinators expenses.
- ***Transportation costs:*** NYN suggests that whenever possible officers and coordinators share transportation costs by car pooling to and from AWSC meetings and Assembly/Convention meetings and will reimburse at a minimum 2 person rate for gas and tolls. NYN will not reimburse at a per mileage rate.
- ***Convention/Assembly registration:*** NYN will reimburse officers and coordinators for Conventions/Assembly registration fees.
- ***Meals:*** NYN will reimburse for meals at a reasonable rate when an officer or coordinator travels for AWSC and Assembly/Convention meetings.

***If an officer or coordinator is also a Group Rep, District Rep or AIS Liaison, NYN asks that the group, district or AIS share the officer or coordinator's expenses when possible.***

***All reimbursements will require receipts whenever possible. Cash advances will be made upon request.***

***Expenses incurred by Area Officers and Coordinators in performing their functions will be paid by the District requesting the specific service if at all possible.***

***Sales Tax Exemption:*** All members of NYN making purchases on behalf of NYN should utilize the NY State Sales Tax Exemption status. Tax exempt forms are available through the NYN Treasurer and should only be used for NYN purchases.

***NERD:*** The NERD line item on the NYN budget will be changed to ***NERD Fee Assistance*** and defined as: Fee assistance for NERD members currently active in NYN. The dollar amount of the assistance will be divided equally based on the number of NERDS requesting assistance.

***Ex:*** If the budget amount is \$500.00 and 5 NERD members request fee assistance each would receive \$100.00.