



# Conference Report

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## WSC Interim Committee

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**In this report we have four motions to amend the World Services Travel Policy. These motions will be presented in the New Business Session at WSC '96. The changes we are presenting are to clarify the existing policy as well as conform to US Government (IRS) regulations covering reimbursement of travel expenses. These regulations apply to all trusted servants who travel on behalf of world services, no matter where they may live.**

**The first two motions are simply housekeeping motions. Reports have been required by travelers for some time but it was not stated anywhere, so many travelers were unaware of their responsibility to write reports. The WSO does not have a travel organizer as described and all references to such should be deleted.**

**New Business Motion #1 is to clarify the reimbursement policy. The IRS allowance for meal expenses, without receipts, ranges from US\$26—US\$38 per day for travel in the US, and has reimbursement limits for destinations outside of the US set by the US State Department. All other allowed expenses, such as ground transportation, parking, tolls, etc., require a receipt for reimbursement. From a WSB recommendation, we also included a series of actions we could follow should the policy be violated.**

**New Business Motion #2 reflects WSB recommendations from their discussions on motions committed to them during the 1994 WSC. It clarifies the process of investigating an alleged misuse, and what action may be taken by the Interim Committee in such a case.**

**On a separate issue, the Interim Committee discussed the recommendation from WSC Administrative Committee to have the WSC treasurer serve as an Interim Committee voting member instead of serving on the administrative committee. We support that recommendation, realizing that the treasurer would remain an officer of the WSC uncommitted to any other service body. Over the last few years, the administrative committee has had very little to do with financial matters as a committee.**

**The following motions are presented to amend Addendum 10, World Services Travel Guidelines of the 1995 version of TWGSS pp 39-42.**

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**New Business Motion #1:**

*"To delete the section on page 40 entitled "Reporting Procedures" and replace with the following language:*

***Reporting Procedures***

*The committee will regularly report its routine decisions in a monthly report to WSC participants. Any discussions of a philosophical nature will be included in the Conference Report. A summary of Travel Committee decisions for the year will be presented before each annual meeting of the WSC.*

*All world service travelers are required to submit trip reports to the committee within 45 days of completing their travel. These reports will be reviewed and prepared for appropriate distribution and publication."*

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**New Business Motion #2:**

*"To delete the section on page 41 entitled WSO Travel Organizer, and further, delete all other references to the WSO Travel Organizer where they may occur and replace with WSO."*

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**New Business Motion #3:**

*"To delete the sections on pages 41 and 42 entitled Personal Expense Allowance, Transportation, and Hotel Accommodations; and replace with the following language:*

***Personal Expense Allowance and Reimbursement for World Service Travel***

*World service travelers may claim reimbursement for specified expenses for each day of travel on an approved world service trip. Typical expenses allowed under the policy are for meals, transportation and ground transportation, parking fees, tolls, and tips. Allowance limitations are established by the US Internal Revenue Service for business travel in the US and by the US State Department for business travel outside the US. Those limitations as published will be used to administer this policy.*

*Each year at the annual meeting of the WSC, newly elected and continuing trusted servants will be given a written description explaining all processes and procedures to be followed by world services travelers. Included in the package will be the kind of expenses that can be reimbursed, the limits of reimbursement, which items require receipts, expense forms, advances, and how to submit claims for reimbursement.*

*Air transportation will be reserved and ticketed through the WSO or its agent, whenever possible. Travelers should make air travel arrangements as far in advance as possible.*

*Travelers are responsible for their tickets once they have been received. The use of other modes of transportation is permitted, but only the most economical mode of transportation will be reimbursed.*

*It is the policy of NA world services to use reasonably priced facilities. Reimbursement for lodging commonly will be for double occupancy. NA world services does not reimburse for companion accompaniment.*

*Fraudulent claims or violations of the policy and/or procedures can result in one or more of the following actions:*

- *Request for repayment of all unauthorized expenditures.*
  - *Rejection of reimbursement for submitted expenses.*
  - *Rejection of request for travel advance.*
  - *Suspension of trusted servant from office.*
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**New Business Motion #4:**

*"To delete the section on pages 42 and 43 entitled Credit Cards and replace it with the following language:*

### *Credit Cards*

*In recent years we have found it productive to use credit cards to facilitate the service responsibilities of specific individuals in world services. The WSO maintains a policy on the use of credit cards for employee responsibilities and has since their initial use. It seems responsible to apply those parameters to credit card use for WSC responsibilities. These policies will ensure that credit card use conforms to a standard set of guidelines.*

### *Distribution of cards*

*A. The issuance of credit cards for WSC responsibilities is subject to the approval of the Interim Committee. Each person approved for credit card issuance shall be provided a Conditions of Authorized Use form, which must be completed, signed, and on file prior to issuance of a credit card. Credit cards will be routinely offered to the individual positions listed below:*

1. *Chairperson of the WSO Board of Directors*
2. *Chairperson of the World Service Board of Trustees*
3. *Chairperson of the World Service Conference*
4. *Chairperson of the World Convention Corporation*
5. *Executive Management of the World Service Office*
6. *WSO Managers*

*B. The chairperson of one of the service arms identified above may designate the vice chairperson or any member of their respective service board or committee to be issued a credit card in lieu of the card being assigned to that chairperson.*

*C. Board or committee members who reside outside the continental United States may be issued credit cards to facilitate the fulfillment of their service responsibilities, at the discretion of the Interim Committee.*

*D. Boards and committee members may be issued credit cards on a temporary basis for a designated trip or function. All cards issued under this criteria will be returned to the WSO by registered mail within thirty days of completion of the trip or function. All invoices or other accompanying documentation shall be returned at the time of card surrender.*

*E. All cards shall be returned within thirty days of the closure of the term of office of the card holder. All invoices or other accompanying documentation shall be returned at the time of card surrender.*

*F. WSO executive staff shall have the authority to cancel all cards on the closure of a term of office based upon the surrender criteria outlined above.*

### ***Credit card expenditures***

*All expenditures on the credit card must be substantiated by the receipts issued at the time of card use. Individuals utilizing the credit cards will submit an expense statement accompanied by the invoice(s) resulting in card use—not the credit card slip, but the actual hotel bill, car rental agreement, etc. All receipts will be attached to the permanent record of the trip or function. World service credit cards shall not be used to cover personal expenses not directly related to the trip or function, even though the individual may intend to repay the conference for the expenditures. The WSC Interim Committee shall conduct quarterly audits and/or reviews of WSC credit card activity by all trusted servants and report such findings to the fellowship in the Conference Report.*

### ***Credit card misuse***

*Any alleged inappropriate and/or unauthorized credit card use, or persistent failure to submit appropriate documentation of credit card use, requires a thorough investigation by the committee. The committee will review all necessary documentation and request written statements of explanation from the individual involved and anyone else who may have knowledge of the situation. A determination will be made by the committee and reported to the fellowship. The determination of the committee can result in one or more of the following actions:*

- Reinstatement of credit card privileges, if previously removed.*
- Revocation of credit card privileges.*
- Request for repayment for all unauthorized expenditures.*
- Rejection of reimbursement for submitted expenses.*
- Suspension of trusted servants from office."*

*Interim Committee*