

General

1. Area Officers and Committee Chairs will be reimbursed for any reasonable expense incurred as a result of performing general service work that falls within the scope of their service position as defined in the *A.A. Service Manual, Area 75 Assembly Actions, Area 75 Handbook* or other A.A. service literature.
2. Area Officers and Committee Chairs will be reimbursed for mileage at a rate set forth in the Assembly Actions.

Budgets

1. Area 75 Officers and Standing Committees will submit a yearly budget at the beginning of each year. The budgets are submitted to the Area 75 Treasurer. The budget should be within 10% of the previous year's budget. If it is not, then the budget should come before the Area 75 Assembly for approval. Until budgets are submitted and approved, the current year's budget will remain the same as previous year's budget.
2. Area Officers and Committee Chairs are to manage their expenses in a manner that is consistent with their approved budget.
3. If, at any time during a given year, a need for additional money arises, the Committee Chair or Officer must present the need to the Finance Committee and then, with the Finance Committee recommendation, to the Assembly.

Oversight

1. The Finance Committee has responsibility for overseeing all financial concerns of the Area Committee including the reimbursement of funds to Area Officers and Chairs.
2. The Finance Committee can, by simple majority vote, deny reimbursement of any expense it deems inappropriate but the impacted officer or chair has the right to appeal the Finance Committee's decision by bringing the matter before the Assembly.

## COVERED EXPENSES FOR AREA OFFICERS AND CHAIRS

### Delegate

1. General Service Conference (all expenses paid by G.S.O.)
2. Southern Wisconsin Area 75 Conferences (expenses paid by Conference host)
3. Conference of Delegates Past and Present
  - a. Lodging
  - b. Meals
  - c. Registration
  - d. Transportation expenses
    - i. Personal car mileage reimbursement
    - ii. Tolls and Parking
    - iii. Airfare
    - iv. Taxi / Bus / Other
4. East Central Regional Conference
  - a. Lodging
  - b. Meals
  - c. Registration
  - d. Transportation expenses
    - i. Personal car mileage reimbursement
    - ii. Tolls and Parking
    - iii. Airfare
    - iv. Taxi / Bus / Train / Other
5. East Central Regional Forum
  - a. Lodging
  - b. Meals
  - c. Registration
  - d. Transportation expenses
    - i. Personal car mileage reimbursement
    - ii. Tolls and Parking
    - iii. Airfare
    - iv. Taxi / Bus / Train / Other
6. Registration, transportation, lodging and meal expenses when necessary for:
  - a. Area Assemblies
  - b. Delegate's workshop
  - c. Workshops sponsored by Area 75 or an Area 75 District
  - d. District meetings within Area 75
  - e. Mini-conferences sponsored by Area 75 or an Area 75 District
  - f. Performing duties relevant to office as documented in the *A.A. Service Manual, Twelve Concepts for World Service, Area 75 Assembly Actions or Area 75 Handbook*.
7. Miscellaneous
  - a. Phone
  - b. Postage
  - c. Printing
  - d. Office supplies

### Alternate Delegate

1. Southern Wisconsin Area 75 Conferences

- a. Registration
  - b. Lodging for one night
  - c. Meals sponsored by Conference
  - d. Transportation expenses
    - i. Personal car mileage reimbursement
    - ii. Tolls and Parking
    - iii. Taxi / Bus / Train / Other
2. Conference of Delegates Past and Present
- a. Lodging
  - b. Meals
  - c. Registration
  - d. Transportation expenses
    - i. Personal car mileage reimbursement
    - ii. Tolls and Parking
    - iii. Airfare
    - iv. Taxi / Bus / Other
3. East Central Regional Conference
- a. Lodging
  - b. Meals
  - c. Registration
  - d. Transportation expenses
    - i. Personal car mileage reimbursement
    - ii. Tolls and Parking
    - iii. Airfare
    - iv. Taxi / Bus / Train / Other
4. East Central Regional Forum
- a. Lodging
  - b. Meals
  - c. Registration
  - d. Transportation expenses
    - i. Personal car mileage reimbursement
    - ii. Tolls and Parking
    - iii. Airfare
    - iv. Taxi / Bus / Train / Other
5. Registration, transportation, lodging and meal expenses when necessary for:
- a. Area 75 Assemblies
  - b. Delegate's workshop
  - c. District Meetings within Area 75
  - d. Workshops sponsored by Area 75 or an Area 75 District
  - e. Mini-conferences sponsored by Area 75 or an Area 75 District
  - f. Performing duties relevant to office as documented in the *A.A. Service Manual, Twelve Concepts for World Service, Area 75 Assembly Actions or Area 75 Handbook*.
6. Miscellaneous
- a. Phone
  - b. Postage
  - c. Printing
  - d. Office supplies

Past Delegate

Past Delegates have no covered expenses with the exception of the Conference of Delegates Past and Present following the completion of their term. Reimbursable expenses for the prior term Past Delegate are the same as Delegate.

Area Chairperson

1. Southern Wisconsin Area 75 Conferences
  - a. Registration
  - b. Lodging for one night
  - c. Meals sponsored by Conference
  - d. Transportation expenses
    - i. Personal car mileage reimbursement
    - ii. Tolls and Parking
2. East Central Regional Conference
  - a. Lodging
  - b. Meals
  - c. Registration
  - d. Transportation expenses
    - i. Personal car mileage reimbursement
    - ii. Tolls and Parking
    - iii. Airfare
    - iv. Taxi / Bus / Train / Other
3. East Central Regional Forum
  - a. Lodging
  - b. Meals
  - c. Registration
  - d. Transportation expenses
    - i. Personal car mileage reimbursement
    - ii. Tolls and Parking
    - iii. Airfare
    - iv. Taxi / Bus / Train / Other
4. Registration, transportation, lodging and meal expenses when necessary for:
  - a. Area 75 Assemblies
  - b. Delegate's workshop
  - c. District Meetings within Area 75
  - d. Workshops sponsored by Area 75 or an Area 75 District
  - e. Mini-conferences sponsored by Area 75 or an Area 75 District
  - f. Performing duties relevant to office as documented in the *A.A. Service Manual, Twelve Concepts for World Service, Area 75 Assembly Actions or Area 75 Handbook*.
5. Miscellaneous
  - a. Phone
  - b. Postage
  - c. Printing
  - d. Office supplies

Alternate Chairperson

1. Southern Wisconsin Area 75 Conference
  - a. Registration
  - b. Lodging for one night
  - c. Transportation expenses
    - i. Personal car mileage reimbursement

- ii. Tolls and Parking
- 2. Area 75 Assemblies
  - a. Personal car mileage reimbursement
  - b. Tolls and Parking
- 3. Delegate's workshop
  - a. Personal car mileage reimbursement
  - b. Tolls and Parking
- 4. Transportation, lodging and other expenses necessary for performing duties relevant to the office as documented in the *A.A. Service Manual, Twelve Concepts for World Service, Area 75 Assembly Actions or Area 75 Handbook*.
- 5. Miscellaneous
  - a. Phone
  - b. Postage
  - c. Printing
  - d. Office supplies

Secretary

- 1. Southern Wisconsin Area 75 Conferences
  - a. Registration
  - b. Lodging for one night
  - c. Meals sponsored by Conference
  - d. Transportation expenses
    - i. Personal car mileage reimbursement
    - ii. Tolls and Parking
- 2. East Central Regional Conference
  - a. Registration
  - b. Lodging for one night
  - c. Meals
  - d. Transportation expenses
    - i. Personal car mileage reimbursement
    - ii. Tolls and Parking
- 3. East Central Regional Forum
  - a. Registration
  - b. Lodging for one night
  - c. Meals
  - d. Transportation expenses
    - i. Personal car mileage reimbursement
    - ii. Tolls and Parking
- 4. Registration, transportation, lodging and meal expenses when necessary for:
  - a. Area 75 Assemblies
  - b. Delegate's workshop
  - c. District Meetings within Area 75
  - d. Workshops sponsored by Area 75 or an Area 75 District
  - e. Mini-conferences sponsored by Area 75 or an Area 75 District
  - f. Performing duties relevant to office as documented in the *A.A. Service Manual, Twelve Concepts for World Service, Area 75 Assembly Actions or Area 75 Handbook*.
- 5. Miscellaneous

- a. Phone
- b. Postage
- c. Printing
- d. Office supplies

Alternate Secretary

- 1. Southern Wisconsin Area 75 Conference
  - a. Registration
  - b. Lodging for one night
  - c. Transportation expenses
    - i. Personal car mileage reimbursement
    - ii. Tolls and Parking
- 2. Area 75 Assemblies
  - a. Personal car mileage reimbursement
  - b. Tolls and Parking
- 3. Delegate's workshop
  - a. Personal car mileage reimbursement
  - b. Tolls and Parking
- 4. Transportation, lodging and other expenses necessary for performing duties relevant to the office as documented in the *A.A. Service Manual, Twelve Concepts for World Service, Area 75 Assembly Actions or Area 75 Handbook*.
- 5. Miscellaneous
  - a. Phone
  - b. Postage
  - c. Printing
  - d. Office supplies

Treasurer

- 1. Southern Wisconsin Area 75 Conferences
  - a. Registration
  - b. Lodging for one night
  - c. Meals sponsored by Conference
  - d. Transportation expenses
    - i. Personal car mileage reimbursement
    - ii. Tolls and Parking
- 2. East Central Regional Conference
  - a. Registration
  - b. Lodging for one night
  - c. Meals
  - d. Transportation expenses
    - i. Personal car mileage reimbursement
    - ii. Tolls and Parking
- 3. East Central Regional Forum
  - a. Registration
  - b. Lodging for one night
  - c. Meals
  - d. Transportation expenses
    - i. Personal car mileage reimbursement
    - ii. Tolls and Parking

4. Registration, transportation, lodging and meal expenses when necessary for:
  - a. Area 75 Assemblies
  - b. Delegate's workshop
  - c. District Meetings within Area 75
  - d. Workshops sponsored by Area 75 or an Area 75 District
  - e. Mini-conferences sponsored by Area 75 or an Area 75 District
  - f. Performing duties relevant to office as documented in the *A.A. Service Manual, Twelve Concepts for World Service, Area 75 Assembly Actions or Area 75 Handbook*.
5. Miscellaneous
  - a. Phone
  - b. Postage
  - c. Printing
  - d. Office supplies

#### Alternate Treasurer

1. Southern Wisconsin Area 75 Conference
  - a. Registration
  - b. Lodging for one night
  - c. Transportation expenses
    - i. Personal car mileage reimbursement
    - ii. Tolls and Parking
2. Area 75 Assemblies
  - a. Personal car mileage reimbursement
  - b. Tolls and Parking
3. Delegate's workshop
  - a. Personal car mileage reimbursement
  - b. Tolls and Parking
4. Transportation, lodging and other expenses necessary for performing duties relevant to the office as documented in the *A.A. Service Manual, Twelve Concepts for World Service, Area 75 Assembly Actions or Area 75 Handbook*.
5. Miscellaneous
  - a. Phone
  - b. Postage
  - c. Printing
  - d. Office supplies

#### Archives Chair

1. Southern Wisconsin Area 75 Conferences
  - a. Registration
  - b. Lodging for one night (two nights if filling in for Archivist)
  - c. Meals sponsored by Conference
  - d. Transportation expenses
    - i. Personal car mileage reimbursement
    - ii. Tolls and Parking
2. Registration, transportation, lodging and meal expenses when necessary for:
  - a. Area 75 Assemblies
  - b. Delegate's workshop
  - c. District Meetings within Area 75

- d. Workshops sponsored by Area 75 or an Area 75 District
  - e. Mini-conferences sponsored by Area 75 or an Area 75 District
  - f. Performing duties relevant to office as documented in the *A.A. Service Manual, Twelve Concepts for World Service, Area 75 Assembly Actions or Area 75 Handbook*.
  - g. Engaging in activities consistent with the *Archives Workbook, A.A Guidelines for Archives* or related A.A. service literature.
3. Miscellaneous
- a. Phone
  - b. Postage
  - c. Printing
  - d. Office supplies

#### Archivist

- 1. Southern Wisconsin Area 75 Conferences
  - a. Registration
  - b. Lodging for two nights
  - c. Meals sponsored by Conference
  - d. Transportation expenses
    - i. Personal car mileage reimbursement
    - ii. Tolls and Parking
- 2. National Archives Conference
  - a. Lodging
  - b. Meals
  - c. Registration
  - d. Transportation expenses
    - i. Personal car mileage reimbursement
    - ii. Tolls and Parking
    - iii. Airfare
    - iv. Taxi / Bus / Other
- 3. Registration, transportation, lodging and meal expenses when necessary for:
  - a. Area 75 Assemblies
  - b. Delegate's workshop
  - c. District Meetings within Area 75
  - d. Workshops sponsored by Area 75 or an Area 75 District
  - e. Mini-conferences sponsored by Area 75 or an Area 75 District
  - f. Performing duties relevant to office as documented in the *A.A. Service Manual, Twelve Concepts for World Service, Area 75 Assembly Actions or Area 75 Handbook*.
  - g. Engaging in activities consistent with the *Archives Workbook, A.A Guidelines for Archives* or related A.A. service literature.
- 4. Miscellaneous
  - a. Phone
  - b. Postage
  - c. Printing
  - d. Office supplies

#### Cooperation with Professional Community Chair

- 1. Southern Wisconsin Area 75 Conferences
  - a. Registration
  - b. Lodging for one night



- c. Meals sponsored by Conference
  - d. Transportation expenses
    - i. Personal car mileage reimbursement
    - ii. Tolls and Parking
2. Registration, transportation, lodging and meal expenses when necessary for:
    - a. Area 75 Assemblies
    - b. Delegate's workshop
    - c. District Meetings within Area 75
    - d. Workshops sponsored by Area 75 or an Area 75 District
    - e. Mini-conferences sponsored by Area 75 or an Area 75 District
    - f. Performing duties relevant to office as documented in the *A.A. Service Manual, Twelve Concepts for World Service, Area 75 Assembly Actions or Area 75 Handbook*.
    - g. Engaging in activities consistent with the *Cooperation with Professional Community Kit and Workbook, A.A Guidelines for Cooperating with Professional Community, A.A. Guidelines for Cooperating with Court, DWI and Similar Programs* or related A.A. service literature.
  3. Miscellaneous
    - a. Phone
    - b. Postage
    - c. Printing
    - d. Office supplies

#### Corrections Chair

1. Southern Wisconsin Area 75 Conferences
  - a. Registration
  - b. Lodging for one night
  - c. Meals sponsored by Conference
  - d. Transportation expenses
    - i. Personal car mileage reimbursement
    - ii. Tolls and Parking
2. Registration, transportation, lodging and meal expenses when necessary for:
  - a. Area 75 Assemblies
  - b. Delegate's workshop
  - c. District Meetings within Area 75
  - d. Workshops sponsored by Area 75 or an Area 75 District
  - e. Mini-conferences sponsored by Area 75 or an Area 75 District
  - f. Performing duties relevant to office as documented in the *A.A. Service Manual, Twelve Concepts for World Service, Area 75 Assembly Actions or Area 75 Handbook*.
  - g. Engaging in activities consistent with *Correctional Facilities Kit & Workbook, A.A Guidelines for Corrections Committees, A.A. Guidelines for Cooperating with Court, DWI and Similar Programs* or related A.A. service literature.
3. Miscellaneous
  - a. Phone
  - b. Postage
  - c. Printing
  - d. Office supplies

#### Literature Chair

1. Southern Wisconsin Area 75 Conferences

- a. Registration
  - b. Lodging for one night
  - c. Meals sponsored by Conference
  - d. Transportation expenses
    - i. Personal car mileage reimbursement
    - ii. Tolls and Parking
2. Registration, transportation, lodging and meal expenses when necessary for:
- a. Area 75 Assemblies
  - b. Delegate's workshop
  - c. District Meetings within Area 75
  - d. Workshops sponsored by Area 75 or an Area 75 District
  - e. Mini-conferences sponsored by Area 75 or an Area 75 District
  - f. Performing duties relevant to office as documented in the *A.A. Service Manual, Twelve Concepts for World Service, Area 75 Assembly Actions or Area 75 Handbook*.
  - g. Engaging in activities consistent with the *A.A. Guidelines for Literature Committees* or related A.A. service literature.
3. Miscellaneous
- a. Phone
  - b. Postage
  - c. Printing
  - d. Office supplies

Public Information Chair

1. Southern Wisconsin Area 75 Conferences
- a. Registration
  - b. Lodging for one night
  - c. Meals sponsored by Conference
  - d. Transportation expenses
    - i. Personal car mileage reimbursement
    - ii. Tolls and Parking
2. Registration, transportation, lodging and meal expenses when necessary for:
- a. Area 75 Assemblies
  - b. Delegate's workshop
  - c. District Meetings within Area 75
  - d. Workshops sponsored by Area 75 or an Area 75 District
  - e. Mini-conferences sponsored by Area 75 or an Area 75 District
  - f. Performing duties relevant to office as documented in the *A.A. Service Manual, Twelve Concepts for World Service, Area 75 Assembly Actions or Area 75 Handbook*.
  - g. Engaging in activities consistent with the *Public Information Kit and Workbook, A.A. Guidelines Public Information* or related A.A. service literature.
3. Miscellaneous
- a. Phone
  - b. Postage
  - c. Printing
  - d. Office supplies
  - e. Costs associated with maintaining the Area 75 website.

### Accessibilities/Special Needs Chair

1. Southern Wisconsin Area 75 Conferences
  - a. Registration
  - b. Lodging for one night
  - c. Meals sponsored by Conference
  - d. Transportation expenses
    - i. Personal car mileage reimbursement
    - ii. Tolls and Parking
2. Registration, transportation, lodging and meal expenses when necessary for:
  - a. Area 75 Assemblies
  - b. Delegate's workshop
  - c. District Meetings within Area 75
  - d. Workshops sponsored by Area 75 or an Area 75 District
  - e. Mini-conferences sponsored by Area 75 or an Area 75 District
  - f. Performing duties relevant to office as documented in the *A.A. Service Manual, Twelve Concepts for World Service, Area 75 Assembly Actions or Area 75 Handbook*.
  - g. Engaging in activities consistent with the *Special Needs / Accessibilities Workbook, A.A. Guidelines for Carrying the Message to the Deaf Alcoholics, A.A. Guidelines for Serving Alcoholics with Special Needs* or related A.A. service literature.
3. Miscellaneous
  - a. Phone
  - b. Postage
  - c. Printing
  - d. Office supplies

### Treatment Chair

1. Southern Wisconsin Area 75 Conferences
  - a. Registration
  - b. Lodging for one night
  - c. Meals sponsored by Conference
  - d. Transportation expenses
    - i. Personal car mileage reimbursement
    - ii. Tolls and Parking
2. Registration, transportation, lodging and meal expenses when necessary for:
  - a. Area 75 Assemblies
  - b. Delegate's workshop
  - c. District Meetings within Area 75
  - d. Workshops sponsored by Area 75 or an Area 75 District
  - e. Mini-conferences sponsored by Area 75 or an Area 75 District
  - f. Performing duties relevant to office as documented in the *A.A. Service Manual, Twelve Concepts for World Service, Area 75 Assembly Actions or Area 75 Handbook*.
  - g. Engaging in activities consistent with the *Treatment Facilities Kit and Workbook, A.A. Guidelines for Treatment Facilities Committees* or related A.A. service literature.
3. Miscellaneous
  - a. Phone
  - b. Postage
  - c. Printing
  - d. Office supplies

### Grapevine Chair

1. Southern Wisconsin Area 75 Conferences
  - a. Registration
  - b. Lodging for one night
  - c. Meals sponsored by Conference
  - d. Transportation expenses
    - i. Personal car mileage reimbursement
    - ii. Tolls and Parking
2. Registration, transportation, lodging and meal expenses when necessary for:
  - a. Area 75 Assemblies
  - b. Delegate's workshop
  - c. District Meetings within Area 75
  - d. Workshops sponsored by Area 75 or an Area 75 District
  - e. Mini-conferences sponsored by Area 75 or an Area 75 District
  - f. Performing duties relevant to office as documented in the *A.A. Service Manual, Twelve Concepts for World Service, Area 75 Assembly Actions or Area 75 Handbook*.
  - g. Engaging in activities consistent with *A Guide to the AA Grapevine*.
3. Miscellaneous
  - a. Phone
  - b. Postage
  - c. Printing
  - d. Office supplies

### Registrar

#### **Replace with the following:**

- Southern Wisconsin Area 75 Conference
  - a. Registration
  - b. Lodging for one night
  - c. Transportation expenses
    - i. Personal car mileage reimbursement
    - ii. Tolls and Parking
2. Area 75 Assemblies
  - a. Personal car mileage reimbursement
  - b. Tolls and Parking
3. Delegate's workshop
  - a. Personal car mileage reimbursement
  - b. Tolls and Parking
4. Transportation, lodging and other expenses necessary for performing duties relevant to the office as documented in the *A.A. Service Manual, Twelve Concepts for World Service, Area 75 Assembly Actions or Area 75 Handbook*.
5. Miscellaneous
  - a. Phone
  - b. Postage
  - c. Printing
  - d. Office supplies

### Webmaster

Phone, postage, printing and office supply expenses necessary for performing duties relevant to the office as documented in the *A.A. Service Manual, Twelve Concepts for World Service, Area 75 Assembly Actions or Area 75 Handbook*. The Webmaster's expenses are included in the Public Information Chair's budget.

#### Conference Advisory Committee

1. Mandatory that two members of the Advisory Committee attend the first Conference Committee meeting with mileage paid for by the Area.
2. Prior to the contract being signed, if/when two of the Advisory Committee members are requested in attendance, the Area will pay for the mileage to the second meeting.
3. Additional Advisory Committee meetings will be paid for by the Conference.
4. Expenses to be paid out of the overhead budget.
5. Mileage to Area Assemblies and additional requested Conference Planning Meetings to be reimbursed at current approved rates.

#### Ad Hoc Committees

1. Consists of five members.
2. Mileage to first meeting to be paid by Area for all Committee Members.
3. Ad-Hoc Committee Chairpersons mileage to the assemblies be paid for by the Area.
4. Area Chairperson to authorize any additional Ad Hoc Committee Meetings. Mileage to be authorized by the Area Chairperson if additional Ad Hoc Committee Meetings are required.
5. Reasonable expenses are to be paid by the Area. Itemized expenditures should be submitted on the same form as used by the Area Officers.
6. Expenses to be paid out of the overhead budget.