


SCWS Area's Policy
for Reimbursing
Group & District Representative
(GR & DR)
Expenses



MILEAGE

for Group Representatives (GRs)

1. **The GR's Al-Anon group pays for the first 100 miles of their round trip to the Assembly. The DR's District pays for the 100 miles.**
2. Mileage is **paid to the driver**, not to the passengers.
3. Mileage is **paid at the rate of 40¢ per mile** (for example: \$40 for 100-mile round trip)
4. The SCWS Area pays for mileage **over the first 100 miles, round-trip** (@ 40¢ per mile)
5. If the GR's/DR's round-trip mileage is over 100 miles, the GR/DR completes the *Mileage Reimbursement Form* located at <https://www.scws-al-anon.org/forms/>
6. Submit that form to the Area Treasurer.

Hotel Reimbursement

1. **The Area reimburses the first \$100.00 of a one-night stay**, providing the distance driven to the Assembly is **over 200 miles round-trip**. Members are encouraged to share rooms when possible.
2. A hotel receipt is submitted to the Area Treasurer, along with the *Expense Reimbursement Form* located at:
https://www.scws-al-anon.org/wp-content/uploads/2020/04/SCWS_Expense_Form.pdf
3. The GR's **Al-Anon group (or DR's District) pays for the balance** of the hotel stay.

(Note: The SCWS policy was designed to supplement GR's/DR's expenses, not assume their Group's/District's responsibility.)

SCWS Treasurer

You can email the Reimbursement Forms to the Treasurer via
treasurer@scws-al-anon.org.

Or mail to:

SCWS

ATTN: Treasurer

10076 Valley View Dr, #260

Cypress, CA 90630

Meal Reimbursement

SCWS does not reimburse GRs/DRs for meal expenses while attending/traveling to the Assembly.

It is up to the GR's group/DR's District (via an informed group conscious) to determine their policy for meal reimbursement.