



Area 78 Travel Assistance Guidelines & Application Form

Area 78 Travel Assistance Program provides financial support to **voting** members who need it, in order to participate in **Area Service meetings**. Travel Assistance Program is intended to help, and not replace, the need for groups and districts to be **self-supporting**. The guiding principles are **Concept 4** and **Tradition 7**. This is in keeping with the spirit of “**Right of Participation**” and “**Self-Support**”.

An **Area Service Meeting** includes:

- an Area Committee Meeting (ACM) held in January and May/June
- an Assembly held in March and September

An **Assembly voting member** is defined as:

- a DCM, or the alternate DCM, or ‘Acting’ DCM
- a GSR, or the alternate GSR, or ‘Acting’ GSR

An **ACM voting member** is defined as:

- a DCM, or the alternate DCM, or ‘Acting’ DCM

Amount of travel assistance is divided into two distance zones: Zone A or Zone B

Please note: distance is determined using Google Map’s most direct **driving** directions

- ZONE A – WITHIN 750km distance between home and service meeting
 - Can apply up to a maximum of **\$250** to help cover the cost for travel (bus, fuel), meals, lodging and ACM/Assembly registration fee.
- ZONE B – GREATER THAN 750km distance between home and the service meeting
 - Can apply up to a maximum of **\$2000** to cover economy airfare or ground transportation costs.
 - Can also apply for up to **\$250** to help cover the cost for meals, lodging and ACM/Assembly registration fee and incidental travel costs (airport parking, taxi, car rental, fuel, etc).

(To assist as many as possible, it is suggested those applying will reduce costs by booking the least expensive airfares, and whenever possible, carpooling, sharing a hotel room or billeting.)

To Apply: Send a completed Travel Assistance application to the Area 78 Treasurer.

Application, expense form and contact information is found on the website: <http://area78aa.org/>

- The Table Officers/Finance Committee (TOF) reviews and decides on all applications.:
 - Notice will be given four (4) weeks prior to the service meeting to all who have applied by that date.
 - Applications received after the four-week deadline, up to the day before the service meeting, will still be considered on a case by case basis.
 - Voting members may apply for assistance to more than one service meeting during a calendar year. New applicants will be given priority then previous recipients within the calendar year will then be considered.

Reimbursement: All receipts are submitted to the Area Treasurer at or after the Service meeting.”



Area 78 Travel Assistance Application

To be completed by the Applicant. Only voting members may apply.

Date: _____

Full name (first and last) _____

Position (check one): DCM or Alt. DCM (if DCM not attending) GSR or Alt. GSR (if GSR not attending)

District Number _____ and District Location _____

Home Group Name _____ Group Location _____

Email address: _____

Home Location Address & Postal Code: _____

Mailing Address & Postal Code, if different from home address: _____

Phone no. including Area Code: _____ Alt. Phone no. _____

Which event are you apply for? Please check one:

January ACM March Assembly May ACM September Assembly

When was the last time your group (if you're a GSR) or District (if you're a DCM) applied and received Travel Assistance? _____ or this is the 1st time
(month) (day) (year)

**Please provide the following budget details. (Fill in only those items that apply to your situation)
Please note that it's expected that every GSR/DCM will research the most cost-effective way of traveling, including billeting, carpooling, etc. If there is other information you think we need to know, please attach it to this application form**

Keeping in mind that:

ZONE A – WITHIN 750km distance between home and service meeting and

ZONE B – GREATER THAN 750km distance between home and the service meeting

Which Zone are you traveling from: **ZONE A** or **ZONE B**

ZONE B ONLY Airfare or Ground Transportation Costs if driving \$ _____ **1**

ZONE A & ZONE B

Travel Costs (fuel, parking, bus ticket, etc.): \$ _____ **2**

Food: \$ _____ **3**

Accommodation: \$ _____ **4**

Assembly/ACM Registration Fee: \$ _____ **5**

Other costs (specify) _____ \$ _____ **6**

TOTAL COSTS (Add lines 1 – 6, inclusive) \$ _____ **A**

District/Group Contribution to attend this event - \$ _____ **B**

Assistance requested: (subtract B from A) \$ _____ **C**

Eligible amt.: the lesser of C or Zone A max. \$250, Zone B max \$2000 + \$250 \$ _____ **D**

Applicant's signature _____

Date _____

➔ **Send this completed form to the Area 78 Treasurer.** Receipt of application will be acknowledged. If you haven't received acknowledgement in a few days, please **contact the Area 78 Treasurer**

➔ **Receipts must be submitted to the Area 78 Treasurer to receive reimbursement.**