

CoDA Service Conference (CSC) Travel Reimbursement Opportunity
“TRO-DEL”
(Formally known as Grant Policy or Scholarship)

Reimbursement Application Form: [View, Print and Mail form](#) to address on form.
Questions about application: Contact: events@codalife.org Attention: CSC Events.

Eligibility:

- ▶ A person is eligible to apply if they have been selected by their Voting Entity* as a Delegate
- ▶ A delegate from any Voting Entity* is eligible for the aid.
- ▶ Priority is given to new attendees/Voting Entity
- ▶ No Voting Entity/Person is eligible more than twice
- ▶ No Voting Entity will receive the “TRO-DEL” in two consecutive years

Reimbursement:

- ▶ Before the “CSC Travel Reimbursement Opportunity” is awarded, a Delegate must agree to the reimbursement method with the current CoDA, Inc. treasurer. The Delegate must have signed and submitted all forms and receipts on “CoDA’s Expense Report Form” stating for “CSC Travel Reimbursement Opportunity” known as “TRO-DEL”.

Every effort possible will be made to reimburse approximately two weeks after being received, after CoDA Service Conference, by CoDA, Inc. Board Treasurer.

- ▶ “CSC Travel Reimbursement Opportunity” is for
 - the Delegates CSC Registration fee; (alt-Delegate Registration fee, not covered);
 - travel to and from the Conference from your home;
 - Current per diem for meals eligible Conference days only;
 - half the cost of a hotel room for eligible Conference days.
 - **Reimbursement is for up to \$750 US Dollars for CSC eligible items listed.**

If you stay for Convention, please don’t claim convention expenses on “CSC Travel Reimbursement Opportunity” “CoDA Expense Report Form. This is for CSC expenses only . If you have questions about what is covered as a reimbursement on “CSC Travel Reimbursement Opportunity”, contact the Finance Committee: finance@codalife.org

* See the Fellowship service Manual and by-laws on the website for more information about Voting Entities.

(Voting Entity definition: Each State and Territory of the United States of America and each Country is automatically entitled to send two (2) Delegates.)

For the history on “CSC Travel Reimbursement Opportunity” contact Events Committee.
Email questions on how to apply to: Events@codalife.org

Application for Travel Reimbursement Opportunity (TRO)

1. I have been elected by my Voting Entity to serve as a Delegate?
Yes ___ No___
2. Have you personally ever received a "TRO-DEL" (Grant or Scholarship) from CoDA? If yes, when? _____ No___

(Lifetime limit of 2 non-consecutive awards)

3. Has any Delegate from your Voting Entity attended the CSC prior to this year? If yes, when _____ No_____.
(Priority will be given to first-time attendees/VE, may not receive in consecutive years)

Name of elected Delegate _____

Full address _____

Phone and e-mail, etc. _____

Delegates Voting Entity _____

Contact information _____

Events will accept international applications for review as early as four months prior to conference. We will accept domestic applications for review as early as two months prior to conference. We plan to respond within 30 days of request following our review timeline. Because of this response time Events will not be able to accept applications for "TRO-DEL" later than 30 days from start of current year CSC conference.

Funding for "TRO-DEL" is in the amount of up to \$750.00 U.S.D (U.S. dollars) of CSC conference expenses for each "TRO-DEL" awarded. Funding takes at least two weeks after being received by CoDA Finance. All reimbursement steps, including an Expense Reimbursement Report and receipts, must be completed after attending CSC conference for reimbursement to be processed. Applications will be considered by the order received. Email form to Events@coda.org or Mail to the address below:

CoDA, Fellowship Services Office
Attn: CSC % Events Committee
PO Box 33577
Phoenix, AZ 85067-3577

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This portion for use by CoDA Service Conference (CSC) Events Committee:

Date of application _____	Notified CoDA, Inc. treasurer _____
Date last funded (if ever) _____	Reimbursement by treasurer _____
Application approved _____	Delegate notified* by e-mail _____
Disapproved _____	Delegate notified* by post _____
Notified Events Sec _____	Notified Events Chair _____