

ADDENDUM L: INTERIM COMMITTEE TRAVEL GUIDELINES
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PURPOSE, GOALS, PRIMARY ACTIVITIES

Purpose

The Interim Committee makes decisions about the necessity, goals, and activities related to travel at the world level of service in Narcotics Anonymous.

Goals

- 1) To help to ensure that world service travel produces the highest quality results.
- 2) To help to ensure that world service travel is planned, evaluated, and followed up in a way consistent with the philosophy of the Fellowship of Narcotics Anonymous.

Primary activities

- 1) Conducts planning and evaluation meetings to review and approve all travel proposals.
- 2) Makes personnel assignments for all proposed travel or delegates that decision to the appropriate board or committee.
- 3) Keeps the fellowship informed of all planned and completed travel activity by regularly publishing its decisions.
- 4) Evaluates completed travel activities, especially as they may affect future travel plans.

STRUCTURAL DESIGN

Composition

The Interim Committee is composed of members who serve by virtue of their primary world service positions. They serve throughout the conference year.

Voting members

1. The chairperson and (first) vice chairperson of the World Service Conference
2. The chairperson and vice chairperson of the World Service Board of Trustees
3. The chairperson and vice chairperson of the World Service Office Board of Directors

Nonvoting members

1. The treasurer of the World Service Conference

2. The executive director and division managers of the World Service Office

Chairperson

This committee is chaired by one of the chairs of the World Service Conference, the World Service Board of Trustees, and World Service Office Board of Directors. Each chair will serve for one-third of the conference year on a rotating basis. They will be responsible for the agenda for the committee, responses to requests, and reporting to the fellowship during their term as chair of the Interim Committee.

MEETINGS

Frequency of full committee meetings

The full Interim Committee meets at least three times per year, in addition to its meeting at the annual World Service Conference. Funding and travel requests will normally be considered on a quarterly basis. This may or may not be scheduled to coincide with attendance at other world service meetings. The committee meets by conference call each month.

Quorum and voting

The quorum is four voting members, with representation from each arm of service. Normally, decisions will be discussed until unanimity is reached. When this is not possible, support by four of the six voting members is required for a decision to be made. Out of these four, there must be representation from each arm of service.

Executive committee

The executive committee consists of the chairs of the World Service Conference, the World Service Board of Trustees, and the WSO Board of Directors or, in their absence, their vice chairs.

In the absence of the full committee, the executive committee shall have the authority to act on the Interim Committee's behalf. Decisions made by the executive committee in the absence of the full committee must be unanimous; if they are not, the executive committee refers the matter to the full committee for resolution.

PLANNING PROCEDURES

The Interim Committee reviews all requests by where they have been placed in the funding priorities set annually by the World Service Conference. Availability of funds is also considered.

For world service boards and committees, a funding request form must be submitted with full information before the request will be considered. For requests from the fellowship, a letter providing full information about the request is needed.

The dates for the quarterly consideration of all requests will be publicized in advance. These dates are normally May 1, August 1, November 1, and February 1. To facilitate long-term planning, this will include preparing a travel-plan outline for presentation to the WSC for the following conference year.

Whenever possible, known worldwide fellowship trips and non-NA events will be considered on a conference-year basis. This assists in the effectiveness of planning and prioritizing for these trips.

REPORTING PROCEDURES

The committee will regularly report its decisions in the *Conference Report* and will distribute minutes of all committee meetings.

TYPES OF TRAVEL

Funding is typically approved for world service travel to the following types of events. This may change from year to year, depending on the priorities set at the annual WSC. These events include the World Service Conference, WSC workshops, WSO Board of Director meetings, World Convention Corporation Board of Directors meetings and site visits, World Service Board of Trustees meetings, special conference projects meetings, non-NA events, and fellowship requests.

Due to limited funding and personnel, preference must be given to multiregional events and forums. Requests for attendance at convention workshops are usually not approved due to limited time available on the convention agenda. Requests for assistance in problem resolution, particularly in isolated or emerging NA communities, will be considered a priority. With all requests, the nature of the event and the needs of the requesting NA community are considered.

GUIDELINES FOR TRAVEL PLANS

Two travel together

Most world service travel will include teams composed of at least two participants. Two-member teams stand a better chance of effectively communicating with the many types of people encountered in world service travel. Such teams also help dispel the perception that any one person can or should speak for world services. Each member of a team can also provide emotional and spiritual support to the

other while trying to accomplish the purpose of the trip. Although two-member teams are preferred, there are times when this will require assessment.

Combine types of members

To provide the widest range of background and experience while traveling on world service business, most travel teams will combine members from the World Service Board of Trustees, the WSO Board of Directors or staff, and the WSC Administrative Committee. Travel teams will be composed according to the specific needs of each trip.

Choose from current participants

Current members of the world service team--WSO administrative and coordinating staff, trustees, WSO directors, WSC officers, conference committee members, and RSRs--are already familiar with the critical discussions currently taking place in the world service community. Because of their positions, they are already either directly or indirectly responsible to the World Service Conference. Because of these two factors, current world service participants are the first to be chosen when composing travel teams. However, if current participants are not available for a given trip, former participants may be asked to travel.

Combine trips

To maximize the benefits received from world service travel expenditures, trips will be planned in such a way as to fulfill multiple purposes whenever possible. To accomplish this, long-range planning is required.

Prepare carefully

Informed, prepared travelers taking well-planned trips produce the benefits our fellowship expects from world service travel expenditures. The Interim Committee will do whatever it can to ensure that adequate planning and preparation occur.

Lodging only in commercial facilities

It is preferred that travel teams plan to stay in commercial facilities. The nature of world service travel trips, perceptions of a preference for a particular local member and their views, and past experience have all proved that this is the most effective.

WSO TRAVEL ORGANIZER

All travel arrangements are coordinated through the WSO travel organizer. A periodic review of the cost and efficiency of world service travel will be done by the travel organizer.

PERSONAL EXPENSE ALLOWANCE

Each world service traveler may spend up to \$40.00 per day for personal expenses when traveling in the USA. Typical personal expenses covered by this allowance are meals, tips, parking, ground transportation, and personal telephone calls.

In order to be reimbursed for these expenses, travelers must submit personal expense reports. Receipts for all personal expenses except meals costing less than \$25.00 must be included with a traveler's personal expense report.

A traveler may obtain an advance to cover personal expenses, provided the advance is requested at least ten days prior to the actual departure date. Except in the case of WSO employees, the advance must be approved by the WSC treasurer.

The personal expense allowance rate for travel outside of the USA will be set on a case-by-case basis. The rate will be based on the USA allowance and will take into consideration the cost of living and the exchange rate for the destination.

TRANSPORTATION

Air transportation

Air transportation will be reserved and ticketed through the World Service Office, whenever possible. Travelers should make air travel arrangements with the WSO as far in advance as possible.

Although we know that accidents sometimes occur, world service travelers are responsible for keeping track of their own air tickets once they have been received. World services will replace lost tickets only if a replacement can be purchased at the same rate as the original ticket. Purchase of a replacement ticket at a higher cost than the original requires prior approval of the Interim Committee.

All travel will be ticketed in coach class.

Travelers may ask to be booked for sea or rail transportation instead of air transportation. Cumulative costs for sea or rail transportation will only be paid up to the costs that would be incurred if air transportation was used.

Car rentals

Separate authorization for car rental is required.

Personal cars

The use of personal automobiles will be reimbursed at the current US-IRS rate. If a traveler chooses to use a personal automobile in lieu of air transportation, reimbursement will be made as if the least costly air transportation available had

been used. Should two or more travelers drive together in one personal automobile, reimbursement will be made only to the traveler whose vehicle is used.

HOTEL ACCOMMODATIONS

It is the policy of NA world services to use reasonably priced facilities.

Reimbursement for lodging will be for double occupancy. If a traveler chooses to occupy a private room while traveling on world service business or shares a room with someone not authorized for reimbursement by world services, the traveler will be reimbursed only for half the rate of a double occupancy. This does not apply when traveling alone or if the WSO travel organizer cannot make a room match. When staying in a room that is being billed directly to world services, travelers should pay for any additional charges or incidentals (phone, meals, movies, etc.) from their own funds when they check out of their rooms.

NA world services do not reimburse for companion accompaniment. Should a companion accompany a traveler for personal reasons, the traveler should deduct the difference in hotel charges for the double room before submitting an expense report. For direct-billed rooms, the companion's charges should be paid by the traveler upon checkout.

CREDIT CARDS

In recent years we have found it productive to use credit cards to facilitate the service or employment responsibilities of specific individuals in world services. Although the WSO has maintained a policy on the use of these cards since their initial use, it seems responsible to apply those parameters to all credit card use by world services. These policies will ensure that all credit card use conforms to a standard set of guidelines.

Distribution of cards

- A. The issuance of credit cards is subject to the approval of the Interim Committee. Credit cards will be routinely procured for 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 director of the World Service Office
 6. WSO Division Administrator for Fellowship Services
 7. WSO Division Administrator for Support Services

- 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.
- 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 based 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.

THEFT

Those traveling with NA world services equipment should leave a list of the items they are taking with the World Service Office, including serial or identification numbers and other information that may be necessary in making reports to police or transportation companies. The theft of equipment belonging to NA world services should be reported to the WSO travel organizer not later than the next working day. When in doubt, contact the travel organizer immediately.

NA world services will not assume any financial responsibility for the loss of travelers' personal items unless the loss is the result of actions beyond the control of the traveler, such as loss caused by transportation company personnel. Claims for such losses should be made in writing within thirty days of the loss and should include a detailed report of the items lost and their value.

ACCIDENT, INJURY, AND LIABILITY

Nonemployees who may from time to time travel at the expense of NA world services do so voluntarily. It is mutually understood that NA world services do not assume any liability for personal injury or loss of personal property to nonemployees traveling at the expense of NA world services. Furthermore, NA world services does not assume any liability for personal injury or loss of property to others who may suffer loss of property or become injured as a result of nonemployee travel.

HEALTH INSURANCE

World services does not carry blanket health coverage for travelers. If a trusted servant planning to travel outside his or her home country does not have personal health coverage, she or he should inform the Interim Committee prior to accepting any travel assignment.

1993-94 WORLD SERVICES PLANNING

What Must Be Done

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| A. WSC Annual Meeting | Interim Meetings (2) |
| 1. Development Forum | Translation Com. Meetings(2) |
| B. Communication | WSC H&I Meeting (1) |
| (Written) | WSC Lit Meeting (1) |
| | WSC PI Meeting (1) |
| C. Committee and Board Adminin | WSC Policy Meeting (1) |
| Admin | WSB Meetings (2) |
| 1. Meetings | WSO Board (3) |
| | WCC Board (2-3) |
| D. Forums and Workshops | Newsline (3-4) |
| | NA Way (12) |
| E. Basic Services | WSC Report and Digest (3-4) |
| 1. H&I Lit. Dist. | Reaching Out (4) |
| 2. Translations | PI News (2) |
| 3. Public Relations | NA Update (1-2) |
| 4. Additional Needs | Conference Agenda Report (1) |
| 5. Group Services | WSO Annual Report (1) |
| 6. Lit | WSC Annual Report (1) |