ADEM COVENER EXPENSE INFORMATION

First, thank you for helping the State Party hold the 80 Assembly District Election Meetings (ADEM). These are meetings of the California Democratic Party, and as such, **reasonable expenses for meeting rooms, postage and copying will be covered.**

**Insurance:**
If your facility needs insurance, immediately contact Unique Wilson in the California Democratic Party office at unique@cadem.org or (916-503-7318). She will provide you and your facility with the proper paperwork.

**Location Fees:**
Once most of the meeting sites have been located, you may still have to pay for your site, or you may have paid a fee and have sent your receipts in to the CDP? It is important that we pay these fees/reimbursements in a timely manner. Please be sure to read the following instructions:

**Costs of the Meeting Location, from the 2019 ADEM Procedures (page 4):**
The Convener is strongly encouraged to find locations appropriate under the ADEM Procedures that have no cost.

If a no-cost location can still not be found, **the Convener may be advanced up to $350** to pay for such a location, to be reimbursed by the CDP upon submission of appropriate receipts and by completing the “CDP–State/ADEM” voucher. This voucher can be downloaded from the [http://www.cadem.org/our-party/adem/adem-tools](http://www.cadem.org/our-party/adem/adem-tools) TOOLS page of the CDP website. The ADEM voucher must include ALL original receipts, which should be attached to the reimbursement voucher.

The Convener may also arrange with the CDP to pay this expense in advance, by mailing the invoice to **(Attn: Unique Wilson, 1830 – 9th Street, Sacramento CA, 95811)** or emailing the invoice to unique@cadem.org. Please be sure to also phone Unique to confirm she has received the invoice at 916-503-7318.

**In addition, the Convener may be reimbursed up to $100** for photocopying and postage upon submission of appropriate receipts.

**Filling In the CDP-State/ADEM” Voucher:**
When using the “CDP–State/ADEM” expense voucher:

**Fill out the top** “Vendor/Payee” section with whom the check is to be written to and the mailing address. **Mark the box** if you want the check “Mailed” or you will “Pick-up” the check – “UPS” requires prior permission from the CDP Sacramento office, and will only be granted in the most extreme situations.

**Under “Brief Description,“** be sure to note your Assembly District number.

**If there is an invoice number, date, or date due,** fill them in – otherwise you may leave these blank.

**Enter the total all costs for “ Meeting room fee”** and enter that information in the top expense line.

**Attach any invoice/contract/other facility information,** and if this is a total, show the calculation on a following attached page (i.e., Site: $40, Janitor: $25, Total: $65). For receipts that are smaller than an 81/2" x 11" sheet of paper, scotch tape the receipts into a blank piece of paper and attach this to the expense form.
Total all copy charges for the second line, and any postage charges for the third line and again, attach all original receipts. If you are sending in just meeting room fees, be sure to keep an extra blank copy of the expense voucher form so that you can later submit copy and postage charges.

Total the complete expense form, and sign and date under “Requested by” – be sure to give us a phone number as our accounting department may call you if there are questions.

Mail the completed “CDP – ADEM” expense form to the Sacramento office:
CDP – ADEM Expenses (Attention: Unique Wilson)
1830-9th Street, Sacramento, CA 95811

NOTE – original receipts are required. We cannot accept faxed expense forms.

Please keep all expenses organized. You will find your ADEM registration sign-in sheets, to download and copy under the ADEMS TOOLS page of the CDP website, https://www.cadem.org/our-party/adem/adem-tools

We will send out your ADEM registration sign-in sheets the week prior to your ADEM and all information on how to account for, and submit all fees received.

If you have any questions, please call Unique Wilson, at 916-503-7318 or email her at unique@cadem.org.

Thank you.