

L2 Auxiliary Leadership Link

The digest of the US Coast Guard Auxiliary Activity

15 September 2023

Importance: High

To: All Auxiliarists



Notice of Availability of Expedited Payment Process for Travel and Other Expenses

Through Third-Party Vendor Bill.Com

The Commandant recognizes the Coast Guard Auxiliary Association, Inc. (AuxA) as the entity established by the National Board of the Coast Guard Auxiliary to manage all fiscal matters and fundraising efforts in support of Auxiliary activities not funded by the Coast Guard. Certain travel expenses incurred by members of the Auxiliary while traveling pursuant to authorization issued by the AuxA are reimbursed by the AuxA. The AuxA also, from time to time, may reimburse Auxiliarists for other expenses incurred in the performance of authorized Auxiliary activities.

In order to expedite the reimbursement process, the AuxA contracted with a third-party standalone accounting service, Bill.Com. to issue the reimbursement checks as directed by the AuxA. The vendor must receive certain personally identifiable information (PII) from the AuxA regarding Auxiliarists in order to effect reimbursement through the issuance of paper checks. Those checks will be mailed to the recipient through the United States Postal Service. The AuxA advises that the only PII of the member provided to the vendor will be the member's name, email address, and mailing address as they appear in Coast Guard Auxiliary records.

The Chief Director approved the AuxA's use of this service provided that members who do not wish to have their PII shared with this vendor may opt-out by sending an email to the AuxA indicating their preference. That email should be addressed to: finance@cgauxa.org. Opting out of this program may lead to moderately extended reimbursement processing times. Members are encouraged to review the vendor's privacy notice: [BILL Privacy Notice](#) and privacy policy: [BILL Spend & Expense Privacy Policy BILL](#) before determining whether to exercise their right to opt-out.

Only travel that is reimbursable by the AuxA is affected by this notice. Travel under Coast Guard orders and reimbursement by Coast Guard FINCEN is handled in-house and is not affected.

Very respectfully,

"Gus" Formato,

National Commodore US Coast Guard Auxiliary