

SOAR 8



Southeast Overeaters Anonymous Region 8

Alabama • Arkansas • Caribbean • Central America • Florida • Georgia • Louisiana • Mississippi • North Carolina • Puerto Rico • South America • South Carolina • Tennessee

VOUCHER and Advance Request Form

Date _____ (If voucher, must be within six weeks of acquired expense)

Expense Voucher Reconciliation of Advance dated _____

Advance Request Seed Money for Assembly (Date & location below)

Name _____ Telephone _____

Address _____ City/State/Zip _____

Region Position _____ EmailAddress _____

Event _____ Date(s) _____

COMMITTEE CHAIR APPROVAL/SIGNATURE (note 1)

TRANSPORTATION

Public vehicle at lowest rate \$ _____

Private vehicle actual expense..... \$ _____ (note 2)

Private vehicle mileage @ IRS Rate..... \$ _____ (note 2)

Taxi/shuttle/bus/tips..... \$ _____

Parking/tolls..... \$ _____

TOTAL TRANSPORTATION - - - - - \$ _____

ASSEMBLY

Thursday lodging/tips..... \$ _____ (note 5)

Friday lodging/tips..... \$ _____ (note 5)

Saturday lodging/tips..... \$ _____ (note 5)

Friday lunch/tips..... \$ _____ (note 3)

Saturday meals/tips..... \$ _____ (note 3)

Sundaybreakfast/tips..... \$ _____

Registration..... \$ _____

TOTAL ASSEMBLY - - - - - \$ _____

MISCELLANEOUS

Telephone \$ _____

Postage/shipping \$ _____

Printing/copying \$ _____

Stationary/supplies \$ _____

Other \$ _____

TOTAL MISCELLANEOUS - - - - - \$ _____

SUB-TOTAL EXPENSES (note 4) \$ _____

LESS ADVANCE RECEIVED \$ _____

TOTAL REIMBURSEMENT \$ _____

SIGNATURE _____

- NOTES**
- Voucher must be submitted to Committee Chair for approval/signature.
 - Private Vehicle—Expenses, including tolls and parking fees are reimbursed pro-rata at the IRS current charity rate, or actual expenses (please choose only one option), less amount received from car-poolers.
 - Reimbursement for meal expense (including tips) incurred at or traveling to and from Assembly shall be a maximum of \$70 per Assembly for Funded Committee Chairs and Parliamentarian, and \$120 per Assembly for Board Members, plus the cost of Saturday lunch and banquet. No alternate meal expense shall be reimbursed for Saturday lunch and banquet.
 - Please attach specific receipts or copies of bills and explanations (as needed) for all items.
 - Lodging - maximum allowable per night is one-half the double-occupancy rate.

SAVE THIS FILE, attach it in an email and submit this form (and scanned receipts) to treasurer@oaregion8.org. You may also print this form and send it in an envelope via mail to: Treasurer, PO Box 40273, St. Petersburg, FL 33743