

# SOAR 8

Southeast Overeaters Anonymous Region 8



Alabama \* Arkansas \* Caribbean \* Central America \* Florida \* Georgia \* Louisiana \* Mississippi \* North Carolina \* 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)

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Region Position \_\_\_\_\_ Email \_\_\_\_\_

Event \_\_\_\_\_ Date(s) \_\_\_\_\_

### COMMITTEE CHAIR APPROVAL/SIGNATURE (note 1)

### TRANSPORTATION

<b>Public vehicle at lowest rate \$</b>		
Private vehicle actual expense.....	\$ _____	(note 2)
Private vehicle mileage @ IRS Rate.....	\$ _____	(note 2)
Taxi/shuttle/bus/tips.....	\$ _____	
Parking/tolls.....	\$ _____	
<b>TOTAL TRANSPORTATION - - - - -</b>	<b>\$ _____</b>	

### ASSEMBLY

Thursday lodging/tips.....	\$ _____	(note 5/6)
Friday lodging/tips.....	\$ _____	(note 5)
Saturday lodging/tips.....	\$ _____	(note 5)
Friday lunch/tips.....	\$ _____	(note 3/6)
Saturday meals/tips.....	\$ _____	(note 3)
Sunday bkfast/tips.....	\$ _____	
Registration.....	\$ _____	
<b>TOTAL ASSEMBLY - - - - -</b>	<b>\$ _____</b>	

### MISCELLANEOUS

Telephone	\$ _____
Postage/shipping	\$ _____
Printing/copying	\$ _____
Stationery/supplies	\$ _____
Other	\$ _____
<b>TOTAL MISCELLANEOUS - - - - -</b>	<b>\$ _____</b>

**SUB-TOTAL EXPENSES (note 4) \$ \_\_\_\_\_**

**LESS ADVANCE RECEIVED \$ \_\_\_\_\_**

**TOTAL REIMBURSEMENT \$ \_\_\_\_\_**

### SIGNATURE \_\_\_\_\_

- NOTES**
- Voucher must be submitted to Committee Chair for approval/signature.
  - IRS allows actual expenses (gas/oil/tolls) or a mileage rate as specified at <http://www.irs.gov/taxpros/article/0,,id=156624,00.html> Please choose only one.
  - Committee chairs, Parliamentarian and webmaster will be funded for Saturday Luncheon and Banquet, and Sunday Breakfast wrap-up meeting. Board members will be funded for Friday luncheon, Saturday Luncheon and Banquet, and Sunday Breakfast wrap-up meeting.
  - 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.
  - Board only unless requested by the Chair to arrive on Thursday