

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