

## Area 17 Indiana Assembly Expense Report

For Officers, Coordinators, Past Delegates, WSO Speaker

Name \_\_\_\_\_ Date \_\_\_\_\_

Office Held \_\_\_\_\_ Event \_\_\_\_\_

**Mileage** Expensed to "Travel" Amt Requested  
Miles Traveled \_\_\_\_\_ Multiplied By \$ .40 per mile \_\_\_\_\_

**Meals** Expensed to "Officer" or "Coordinator" Amt Requested

**Lodging\*** Expensed to "Lodging" Amt Requested

\*(Up to half the double room rate at Benedict if more than 50 miles)

**Copies/Supplies** Expensed to "Officer" or "Coordinator" Amt Requested

**Airfare** Expensed to "WSO Annual Speaker" Amt Requested

**Other** Expensed to "Officer" or "Coordinator" Amt Requested

**Past Delegate** Expensed to "Past Delegates"  
Please reduce your \$25 request by any registration/lunch benefits already claimed. Amt Requested

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Please attach receipts for all except Mileage and Past Delegate lines. Total Amount  
Please add up your own line totals and "Total Amount"

Submit to: Email: [treasurer@indiana-al-anon.org](mailto:treasurer@indiana-al-anon.org) or call 317.450.0639