

Area 17 Indiana Assembly Expense Report

For Officers, Coordinators, Past Delegates, WSO Speaker

Name _____ Date _____

Office Held _____ Event _____

Mileage Expensed to "Travel"

Miles Traveled _____ Multiplied By \$.50 per mile _____

Amt Requested

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)

Amt Requested

Copies/Supplies Expensed to "Officer" or "Coordinator"

Amt Requested

Airfare Expensed to "WSO Annual Speaker"

Amt Requested

Other Expensed to "Officer" or "Coordinator"

Past Delegate Expensed to "Past Delegates"

Please reduce your \$25 request by any registration/lunch benefits already claimed.

Amt Requested

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 or call (574) 596-3242