

Area 17 Indiana Assembly Expense Report For Officers, Coordinators, Past Delegates, and WSO Speakers

Name: _____ Date _____

Office Held: _____

Event: _____

Mileage *Expense to "Travel: Mileage Reimbursement"* Amount Requested

Miles Traveled _____ Multiply by \$.50 per mile _____

Lodging *Expense to "Travel: Lodging Reimbursement"* Amount Requested

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

Meals *Expensed to "Assembly Lunch"* Amount Requested

Copies/Supplies *Expenses to "Officer" or "Coordinator"* Amount Requested

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

Other *Expenses to "Officer" or "Coordinator"* Amount Requested

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

Please attached receipts for all except Mileage and Past Delegate lines.

Please add up the Total Amount Requested

Total Amount

Submit to: email: treasurer@indiana-al-anon.org or call 574.596.3242