



Area 33
General Service of Southeastern Michigan
Expense Reimbursement Request
Budgeted Committees and Area Officers

Name: _____ Date: _____

Committee/Officer Position _____

<u>Expense</u>	<u>Amount</u>
Publications/Literature	\$ _____
Copies/Printing	_____
Postage	_____
Event Registration	_____
Hotel	_____
Transportation	_____
Fuel	_____
Other	_____
_____	_____
Total Requested	\$ _____

Area 33 is required to conform to IRS guidelines in order to preserve our tax free, section 501(c)(3) status. The finance committee has suggested use of this request form to enable accountability in the event of an audit.

Please fill out this form in duplicate and attach your receipt(s) to one of the forms, in support of your request to the Area Treasurer, at the monthly Area 33 Assembly. You will be reimbursed from your 2014 budgeted amount. In addition, please give the second (duplicate) form, without receipts, to the Area Finance Chair at the Area 33 Assembly.

2015 Area 33 Treasurer: Mary Schroeder

2015 Area 33 Finance Chair: Fred Crandal