



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 | _____ |
| 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 2024 budgeted amount. In addition, please give the second (duplicate) form, without receipts, to the Area Finance Chair at the Area 33 Assembly.

2024 Area 33 Treasurer: Jean Cummings

2024 Area 33 Finance Chair: Russ Robinson

Mailing address: _____

