

# SOAR 8



## Southeast Overeaters Anonymous Region 8

Alabama \* Arkansas \* Caribbean \* Central America \* Florida \* Georgia \* Louisiana \* Mississippi \* North Carolina \* South America \* South Carolina \* Tennessee

### VOUCHER and Advance Request Form

Date \_\_\_\_\_ (If voucher, must be within six weeks of acquired expense)

- Expense Voucher                       Reconciliation of Advance dated \_\_\_\_\_
- Advance Request                       Seed Money for Assembly (date & location below)

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Region Position \_\_\_\_\_ Email \_\_\_\_\_

Event \_\_\_\_\_ Date(s) \_\_\_\_\_

#### COMMITTEE CHAIR APPROVAL/SIGNATURE (note 1)

#### TRANSPORTATION

**Public vehicle (airplane/train) at lowest rate** \$ \_\_\_\_\_

Private vehicle actual expense..... \$ \_\_\_\_\_ (note 2)

Private vehicle mileage @ IRS Rate..... \$ \_\_\_\_\_ (note 2)

Taxi/shuttle/bus/tips..... \$ \_\_\_\_\_

Parking/tolls..... \$ \_\_\_\_\_

**TOTAL TRANSPORTATION** - - - - - \$ \_\_\_\_\_

#### ASSEMBLY

Thursday lodging/tips..... \$ \_\_\_\_\_ (note 5)

Friday lodging/tips..... \$ \_\_\_\_\_ (note 5)

Saturday lodging/tips..... \$ \_\_\_\_\_ (note 5)

Friday meals/tips..... \$ \_\_\_\_\_ (note 3)

Saturday meals/tips..... \$ \_\_\_\_\_ (note 3)

Sunday meals/tips..... \$ \_\_\_\_\_

Registration..... \$ \_\_\_\_\_

**TOTAL ASSEMBLY** - - - - - \$ \_\_\_\_\_

#### MISCELLANEOUS

Telephone \$ \_\_\_\_\_

Postage/shipping \$ \_\_\_\_\_

Printing/copying \$ \_\_\_\_\_

Stationery/supplies \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**TOTAL MISCELLANEOUS** - - - - - \$ \_\_\_\_\_

**SUB-TOTAL EXPENSES (note 4)** \$ \_\_\_\_\_

**LESS ADVANCE RECEIVED** \$ \_\_\_\_\_

**TOTAL REIMBURSEMENT** \$ \_\_\_\_\_

#### SIGNATURE \_\_\_\_\_

- NOTES**
- Voucher must be submitted to Committee Chair for approval/signature.
  - Private Vehicle—Expenses, including tolls and parking fees are reimbursed pro-rata at the IRS current charity rate, or actual expenses (please choose only one option), less amount received from car-poolers.
  - Reimbursement for meal expense (including tips) incurred at or traveling to and from Assembly shall be a maximum of \$70 per Assembly for Funded Committee Chairs and Parliamentarian, and \$120 per Assembly for Board Members, plus the cost of Saturday lunch and banquet. No alternate meal expense shall be reimbursed for Saturday lunch and banquet.
  - Please attach specific receipts or copies of bills and explanations (as needed) for all items.
  - Lodging - maximum allowable per night is one-half the double-occupancy rate.