

SOAR8 Voucher & Advance Request Form

SAVE THIS FILE to your device. Open it from your device, complete it and save it again. Then attach the completed form in an email and submit it (and any scanned receipts) to treasurer@oaregion8.org. You may also print this form and send it in an envelope via mail to: SOAR8 Treasurer • PO Box 151 • DeQuincy, LA 70633

Type of Request (check one):

- Expense Voucher (please attach receipts)
- Advance Request (please attach details for requested amount)
- Reconciliation of Advance Dated _____

Name: _____ Region Position: _____ Amount Requested: \$ _____

Mailing Address: _____ Country: _____

Email Address: _____ Telephone Number: _____

Method to receive funds (select one):

- Check
- PayPal (Email/Mobile): _____
- Other (specify): _____

Event: _____ Dates: _____

Transportation*: \$ _____ Registration: \$ _____

Assembly Meals***: \$ _____ Assembly Hotel**: \$ _____

Miscellaneous (Please provide details): \$ _____

Transportation*. When possible, the least expensive form of transportation shall be used.

- 1) Private vehicle - Expenses including tolls and parking fees are reimbursed pro-rata at the IRS current rate or actual expenses, less amount received from car-poolers.
- 2) Public vehicle – This category includes buses, trains and airplanes. Fare is reimbursable for lowest rate available for tickets. Transportation fees to and from terminal are also reimbursable. 3) Rental cars – Members may be reimbursed for rental cars on a case-by-case basis. Members must consult with the Treasurer for approval prior to renting a vehicle.

Lodging**. Reimbursement for lodging expense incurred at Assembly shall be one half the double-occupancy rate plus tips, or actual expenses; whichever is less. Lodging is reimbursed for three nights per Assembly for Board members and a maximum of three nights for funded committee chairs if they are asked to attend the Board Meeting on Friday morning.

Meals***. Reimbursement for meal expense (including tips) incurred at or traveling to and from Assembly shall be a maximum of \$140 per Assembly for Funded Committee Chairs and Parliamentarian, and \$240 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.