

# SOAR8



## Southeast Overeaters Anonymous Region 8

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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](mailto:treasurer@oaregion8.org). You may also print this form and send it in an envelope via mail to: Treasurer, PO Box 242522, Little Rock, AR 72223

### 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 \_\_\_\_\_ EmailAddress \_\_\_\_\_

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.....	\$	_____	
<b>TOTAL TRANSPORTATION</b> - - - - -	<b>\$</b>	<b>_____</b>	

#### 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.....	\$	_____	
<b>TOTAL ASSEMBLY</b> - - - - -	<b>\$</b>	<b>_____</b>	

#### MISCELLANEOUS

Telephone .....	\$	_____	
Postage/shipping	\$	_____	
Printing/copying	\$	_____	
Stationary/supplies	\$	_____	
Other	\$	_____	
<b>TOTAL MISCELLANEOUS</b> - - - - -	<b>\$</b>	<b>_____</b>	

**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.