

# 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)

<b>TRANSPORTATION</b>	<b>Public vehicle (airplane/train) at lowest rate</b>	<b>\$</b> _____	
	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>ASSEMBLY</b>	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>MISCELLANEOUS</b>	Telephone	\$	_____
	Postage/shipping	\$	_____
	Printing/copying	\$	_____
	Stationery/supplies	\$	_____
	Other	\$	_____
	<b>TOTAL MISCELLANEOUS</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.