

Area 74 Reimbursement Request Form

Please use this form to request reimbursement for expenses incurred in your service position as an Area 74 Officer or Standing Committee Chair.

Please complete the form and remit to the Treasurer or Finance Chair

Please turn completed form in to the Treasurer prior to lunch on service meeting days

Officer/Committee Chair Area 74 Expenses

These are expenses related to **your attendance at an Area 74 event**, including Assemblies, Conferences & Area Committee Meetings. One form per event, please.

Date Requested: _____

Name / Position: _____

Area 74 Function Attended: _____

Motel: _____

Meals: _____

Gas/Travel: _____

Registration: _____

Total Officer/Chair Expense: _____

Officer/Committee Service Activity Expenses

These are expenses that **support service activity** in your position
(Area Officer or Committee Chair)

Postage: _____

Copies: _____

Office Supplies: _____

Service Material, Workbook, Etc. _____

Other (Specify): _____

Total Committee Expense _____

Finance Committee Approval

Total Officer/Chair + Committee Expense _____

Approved by Finance Committee: _____

Treasurer Reimbursed (Date): _____