

# Idaho Area Expense Form

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State/Zip \_\_\_\_\_  
 Position \_\_\_\_\_  
 Date \_\_\_\_\_

## Assembly

<u>Amount</u>	<u>Expense Description</u>
_____	Early Registration
_____	Assembly early registration meals (AI-Anon Luncheon, Banquet, Breakfast)
_____	Other meals (in place of Assembly meals)
_____	Gas, airline, etc.
_____	Hotel
_____	Sub-Total

## Area Meeting

<u>Amount</u>	<u>Expense Description</u>
_____	Breakfast (\$10 or less) or lunch (\$15 or less)
_____	Gas, airfare, etc.
_____	Hotel
_____	_____
_____	Sub-Total

## Coordinator/Officer Expenses

<u>Amount</u>	<u>Expense Description</u>
_____	Copies
_____	Postage
_____	_____
_____	_____
_____	Sub-Total

## Background Expenses for Alateen Sponsors

<u>Amount</u>	<u>Expense Description</u>
_____	Fingerprint Card (Approx. \$10)
_____	Background Check (Approx. \$10-\$15)
_____	Sub-Total

\_\_\_\_\_ **Total to be Reimbursed**

Please include receipts with your expense report.

Give your receipts and this report to the Area Treasurer for reimbursement.

Idaho Area AFG  
 PO Box 4681  
 Pocatello, Idaho 83205

Treasurer's Use  
 \_\_\_\_\_ Date Paid  
 \_\_\_\_\_ Check Number