

PANEL 55 REIMBURSEMENT

PARTICIPATION IS THE KEY TO HARMONY

Assembly September 30-October 1, 2016

NAME: (please print) _____

Coordinator ___ Officer ___ Past Delegate ___ Event Chair ___ Other ___

Room Number _____ Roommate: (print) _____

Registration _____

Gasoline Cost (round trip) _____

Tolls _____

Food (Max \$75) _____

Expenses related to your position (copying, printing, telephone, supplies) **I do not need receipts.** You may want to keep them so you can pass them along to the next Service volunteer for an idea of what to expect. Please keep in mind your annual Budget allowance.

Expenses: _____

Total Reimbursement: _____

Member Signature: _____

REIMBURSEMENT GUIDELINES:

Hotel: Area will pay for your hotel room on the Master Bill. You must use a credit card for your incidentals. Area will pay for 1/2 of total room cost up to \$101 per room (double occupancy), 2 nights max. Any member staying alone will be required to pay 1/2 of the room cost before the end of the meeting. Please contact the Chairperson with any changes at chairperson@afgarea9.org.

Food: Area will reimburse \$10 per breakfast (2), \$15 per lunch (1) and \$20 per dinner (2).

Gas and Tolls: Area will reimburse actual cost of gas (round trip) and tolls. Please consider ride-sharing to save on these costs. You may figure this out as you see fit.

GIPS: will be asked to pay for their room and seek reimbursement from their Districts.

Please contact me with questions at treasurer@afgarea9.org or 352-302-4208

Joanne E.

Panel 55 Treasurer Area Use only: Paid ___ Check ___