

INSTRUCTIONS FOR PREPARATION OF D6 EXPENSE REIMBURSEMENT VOUCHER

Since most expenses will be covered by on-line banking it is necessary for a mailing address to be shown on the reimbursement voucher.

The voucher should then be sent to the D6 Treasurer at email treaafgD6.P61@gmail.com. When that takes place there will be a quick turn around on funds due to you for District activities.

Expenses that will be covered are:

Purchases of materials for District work. (Receipts required)

Mileage for District activities. (\$.35 per mile R/T) This will include mileage for the Chairpeople and Panel Officers attending the District Meetings. GR mileage expense is paid for by their individual groups.

Hospitality expenses incurred by the Hospitality Chairperson. (Receipts required)

Some breakfast or lunch expense, considered on an individual case basis, associated with District activities, ie: work group or task force meetings, etc. (Receipts required)

Any questions regarding reimbursement needs to be forwarded to the District 6 Treasurer for help or clarification. These questions or concerns can be forwarded to the email above or via telephone on 941-321-4679 for Panel 61.

In Service,

Diane C,

Treasurer District 6 AFG

DISTRICT 6 AFG EXPENSE REIMBURSEMENT VOUCHER

DATE SUBMITTED: _____ **NAME:** _____

SERVICE POSITION: _____ **TELEPHONE NUMBER:** _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

DATE: _____ **REASON FOR EXPENSE:** _____

LIST EXPENSES: _____ \$

TOTAL OWED: _____ \$

DATE PAID:

AMOUNT PAID:

BUDGET CATEGORY: