

New Freedom Intergroup Advance and Expense Form

Date:	
Name of Individual:	
Address:	
City/State/Zip:	
Email Address:	
Telephone:	

SECTION A: REPRESENTATIVE TRAVEL AND EXPENSES

TRANSPORTATION (See Note 1 on reverse)

Public vehicle (airplane/train) at lowest rate		
Private vehicle actual expense		
Private vehicle mileage @ IRS Rate		
Taxi/shuttle/bus/tips		
Parking/tolls		
TOTAL TRANSPORTATION		

LODGING and MEALS (See Notes 2 and 3 on reverse)

Generally used for WSO and Region 8 Business Assembly expenses. Other events may be authorized.

Registration fee		
Thursday lodging/tips		
Friday lodging/tips		
Saturday lodging/tips		
Friday meals/tips		
Saturday meals/tips		
Sunday meals/tips		
TOTAL REG, LODGING & MEALS		

MISCELLANEOUS EXPENSES

Telephone		
Postage/shipping		
Printing/copying		
Stationery/supplies		
Other (explain)		
TOTAL MISCELLANEOUS		

SUB-TOTAL EXPENSES

LESS ADVANCE RECEIVED

TOTAL REIMBURSEMENT (See and comply with note 4).

SECTION B: COMMITTEE BUDGET (Check those that apply)

COMMITTEE NAME:

Expenditure of yearly budgeted funds allocated to position/Committee

Yearly budget: Funds already spent: _____ Funds remaining: \$

Advance requested (*indicate amount*)

\$

Reconciliation of advance received (*attach receipts*)

\$

Reimbursement of expenses (*attach receipts*)

\$

(If reimbursement, must be submitted within six weeks of acquired expenses.)

(Please attach signatures to reverse side of this form.)

Date(s) of event:	
Event description and explanation of expenses:	

SIGNATURE OF MEMBER	
SIGNATURE OF Committee Chair (Note 5)	

NOTES

- 1 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.
- 2 Reimbursement for meal expense (including tips) incurred at or traveling to and from Assembly shall be a maximum of \$70 per Assembly, plus the cost of Saturday lunch and banquet. No alternate meal expense shall be reimbursed for Saturday lunch and banquet.
- 3 Lodging - **maximum** allowable per night is one-half the double-occupancy rate. (Room-mate is expected unless there are extenuating circumstance.)
- 4 Please attach specific receipts or copies of bills and explanations (as needed) for all items.
- 5 This form must be submitted to Committee Chair for approval/signature before submission to Treasurer.



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