

## **Guidelines for Area Reimbursements**

### **Things to remember about what's reimbursable:**

We are all trusted servants in our positions.

All members should be able to do service for the Area regardless of their financial situation.

All expenses are encouraged to be submitted so that there is a true representation of costs. If you choose, you may donate any or all the reimbursement back to the Area and a tax receipt will be provided upon request. Space is provided on the Expense Reimbursement Form for this.

Members are encouraged to share lodging and rides whenever possible, but you will be reimbursed whatever is submitted.

Any expense (within reason) that is incurred on behalf of the Area will be reimbursed. If there is a question or concern the Treasurer will contact you first and always use discretion in handling the matter.

Be sure to check with the Area Policy Manual and Al-Anon/Alateen Service Manual as well as the individual Job Description and Duties if there are questions.

Use good judgement on purchases such as meals, printing of large quantities, etc. as to the amount to spend.

You do not need to wait until after an event has occurred or all your purchases have been made, to be paid for an expense, you can submit them as needed. i.e. if you buy supplies in July for the Assembly in September you don't have to wait until after the Assembly to be reimbursed.

You may also ask for an advance for any expense or ask the Treasurer to pay the expense directly. Just submit all the necessary information in enough time to the Treasurer. i.e. if you send a completed registration form for an event, the Treasurer can write a check and mail the registration to the event directly. There is a place for this on the Expense Reimbursement Form.

Make copies of all your receipts and forms just in case they are lost/misplaced.

There is an Excel version of the Expense Reimbursement Form that can be filled in and emailed. You can scan your receipts (preferably not a jpeg version) and email them along with the form.

**Please be sure to double check your math—simple addition/subtraction happens more than you'd think.**

**Shared Room Occupancy Form:**

-If everyone/position in the room is direct billed, you don't need to fill out a form.

-If someone shares a room with you, you (as a trusted servant) make the decision what portion is to be charged back to the Area.

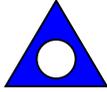
-Be sure to double check that the rate of the room you are dividing by is correct (ask the Treasurer if unsure, not the Front Desk because they don't always know.).

- If you or another person in the room has two (or more) different positions that the room will be divided by, please spell out the breakdown carefully. It's best to think of each position as a different person to avoid confusion.

-Below is an example of the correct way to fill the form out. In this case Ann, Cathy and Nancy each submitted checks for \$21.40 and the Area paid the remainder of the balance.

**OCCUPANTS:**

<u>Name</u>	<u>Position</u>	<u>Paid by Area</u> <i>circle yes or no</i>	<u>Amount Payable to Area</u>
<u>Ann J</u>	<u>Treasurer</u>	<b>yes</b>	_____
<u>Ann J</u>	<u>GR</u>	yes / <b>no</b>	<u>21.40</u>
<u>Cathy T</u>	<u>Past Delegate</u>	<b>yes</b> / no	_____
<u>Cathy T</u>	<u>DR</u>	yes / <b>no</b>	<u>21.40</u>
<u>Nancy S</u>	<u>Member</u>	yes / <b>no</b>	<u>21.40</u>
_____	_____	yes / no	_____
<b>Total Due to Area Treasurer:</b>			<u>64.20</u>



## Area 61 Expense Reimbursement Form

Please attach receipts for all expenses. Use a separate expense form for each event.

**Date Submitted** 8/5/2017 **Expense Date** 8/2-3/17

**Expenses for** August AWSC AWSC, Assembly, etc

**Office Held** Treasurer

**Name** name of person check should be made out to

**Address** where to send check to

**City, State, Zip** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **Email:** \_\_\_\_\_

For Treasurer's Use Only:	
Date Paid	_____
Check #	_____
Payment Amt	_____

	TOTAL Reimbursement	Reimburse Me - Apply Costs To			Prepaid By Area 61 *
		My Position	Other Position: Past Del-Cathy	Other Position: _____	
Registration					
Lodging	\$0.00	\$21.40			\$21.40
Gas	\$17.53	\$8.77	\$8.76		
Meal(s)	\$9.87	\$9.87			
Postage					
Advance					
	<i>Explain Advance:</i>				
Other	\$4.75	\$4.75			
	<i>Explain Other:</i> copies for presentation at AWSC meeting				
Other					
	<i>Explain Other:</i>				
Amount to Donate Back to Area		Your Dist # for donation:	Check here for a receipt:		
<b>TOTAL</b>	\$32.15	\$44.79	\$8.76	\$0.00	\$21.40

**Comments** Note the box with \$32.15 is the amount to be reimbursed. The \$44.79 is the total the Treasurer position will be 'charged' with. The \$8.76 will be 'charged' to Past Delegate-Cathy T. The \$21.40 is direct billed from the hotel.

\* **Prepaid by Area 61**, e.g., Fall Assembly registration (including meals) & lodging.

**Submit this completed form to the current Area Treasurer:**

Area Treasurer, Term 1/2017 - 12/2018  
 PO Box 493  
 Reedsburg, WI 53959

treasurer@area61afg.org  
 Web Site: [www.area61afg.org](http://www.area61afg.org)

## **Expense Reimbursement Form**

**Gas** is reimbursed by actual gas used. One of three different options can be used:

-You can submit a gas receipt for the total trip (fill up when starting out then again upon return-- the second receipt is all you need to include.)

-Submit receipt for half the gas and indicate to double it (fill up when starting out then you fill up at the point of the event). This is usually used if you want to submit your expenses to the Treasurer at the event.

-Use a "Map" program to determine the miles you traveled. Divide the total miles traveled by the miles per gallon your car gets. Times that amount by the price per gallon you paid when filling up after the event. (Please show all these figures under Comments on the form.) A gas receipt showing the actual price per gallon is helpful but not necessary.

**Meals** that come during the actual event are reimbursable. Examples: 1) Lunch during an AWSC meeting is reimbursed but not breakfast before or dinner afterward. 2) You attend the Policy meeting Friday night and then the AWSC on Saturday; breakfast and lunch would be reimbursed but not dinner before or after either meeting.

When reimbursing meals, you can include the tax and tip.

**Lodging**, if distance justifies, is part of being a trusted servant, the Area doesn't give a minimum mileage needed to stay the night.

It is not necessary to include portions that are direct billed for you on the Expense Reimbursement Form but it is helpful when there may be a question as to the amount to be charged to your position (as in the above Shared Room example). Just be sure to put it in the right column or it gets even more confusing.

**Amount to Donate Back to Area** is the amount, if any that you would like to donate to the Area. This amount would be subtracted from your reimbursement check. The amount will be recorded as an individual donation under your district's group donation; your name will not be associated with it.