



**General Service of Southeast Michigan-Area 33**  
**Expense Reimbursement Request**  
**Budgeted Committees and Area Officers**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Committee/Officer Position \_\_\_\_\_

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<u>Expense</u>	<u>Amount</u>
Publications/Literature	\$ _____
Copies/Printing	_____
Postage	_____
Event Registration	_____
Hotel	_____
Transportation	_____
Fuel	_____
Other	_____
_____	_____
Total Requested	\$ _____

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Area 33 is required to conform to IRS guidelines in order to preserve our tax free, section 501(c)(3) status. The finance committee has suggested use of this request form to enable accountability in the event of an audit.

Please fill out this form in duplicate and attach your receipt(s) to one of the forms, in support of your request to the Area Treasurer, at the monthly Area 33 Assembly. You will be reimbursed from your 2011 budgeted amount. In addition, please give the second (duplicate) form, without receipts, to the Area Finance Committee Chairperson at the Area 33 Assembly.

**2011 Area 33 Treasurer: Barton Morris**

**2011 Area 33 Finance Chair: Bob Conley**

[area33treasurer@aa-semi.org](mailto:area33treasurer@aa-semi.org)

[area33financechair@aa-semi.org](mailto:area33financechair@aa-semi.org)