



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

Name: _____ Date: _____

Committee/Officer Position _____

Expense

Publications/Literature	\$ _____
Copies/Printing	\$ _____
Postage	\$ _____
Event Registration	\$ _____
Hotel	\$ _____
Transportation	\$ _____
Fuel	\$ _____
- _____	\$ _____
- _____	\$ _____

Total Requested \$ _____

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 the form for the Treasurer in support of your request. At Area, give designated forms to Area treasurer and Duplicate to finance Chair. **E-MAIL option**-The form may also be filled out on your computer and e-mailed to the treasurer along w/ a scanned copy of your receipt at the below address. Please cc the Finance Chair. Reimbursement will be from your 2012 budget. Forms are available at www.aa-semi.org under "forms" on the menu.

2012 Area 33 Treasurer: Barton M.

2012 Area 33 Finance Chair: Laura H.

area33treasurer@aa-semi.org

area33financechair@aa-semi.org