



District 13 AIS – San Mateo County
Northern California World Service Area of AFG, Inc

EXPENSE REIMBURSEMENT FORM

Name _____ Date _____
 Address _____ Phone _____
 City, State, Zip _____ E-mail _____
 Committee/Position/Title _____

Date	Description/ Meeting/ Event	Lodging	Meals	No. of Miles	Total Mileage 27¢ p/ mile	Supplies /Misc.*	Total
TOTALS							
				Less Expenses Donated Back to District			
				Less Advance			
Total Due You (If Advance Amount is more; submit check back to District 13)							

** Please list and enclose receipts, taped to an 8 1/2 x 11" sheet of paper.*

Requester's Signature _____ Approval Signature _____

Submit to:	District 13 AIS Treasurer
	233 Topaz Street
	Redwood City, CA 94062

Date Rec'd:	
Date Paid:	
Check #:	