Area 59 Eastern Pennsylvania General Service Assembly
area59aa.org

Expense Form Step-by-step:

Please contact your Subcommittee Chair with any questions about expense reimbursement. All expenses should be authorized in advance by a Subcommittee Chair or Area Officer; event expenses are authorized by the Chair. For an expense/deposit of $500 or more, contact the Chair or Delegate so the Treasurer can pay directly instead of using personal funds. For any other finance related questions, feel free to contact the Area Treasurer: treasurer@area59aa.org. Thanks in advance for your service and cooperation!

Area 59 Expense Report

Easy as 1, 2, 3

1. Enter basic expense report info, name, address, etc.
2. List expenses in a grid like the printed report and PDF. (Totals will calculate automatically.)
3. Attach receipts and add details for individual expenses. (Similar to 2nd page of printed expense report.)

Hit [Submit] and you're finished!

- The Area Treasurer will get a copy of the report with all receipts as attachments.
- You will also get a copy of the expense report.
- There is an option to edit the report after submitting, including adding or removing receipts. (Changes will automatically be sent again.)

Area 59 Expense Report 1

Committee/Officer/Event *
Name of Committee, Position, Event

Report Date *
11/30/2021

Name *
Full Name (shown on check)

Email *
@ your email address

Address
Mailing address for reimbursement.
Street Address including City, State, ZIP.

CC Email
@ email for approval or copy

All subcommittee expenses require approval by the subcommittee chair.

Comments
Optional comments or additional information about the report; details for individual expenses can be entered on the last page.

Multiple events and months can be on one report.

Next

Expense Report: List Expenses 2

One column can list all expenses for an event, workshop etc. Use columns as needed.
Enter the expense date at the top of each column; all totals calculate automatically.

Date	11/25/21	11/30/21					Subtotal
Miles (enter)	25	30					*55.0*
Mileage @$.35	$8.75	$10.50					$19.25
Tolls/Transport		11.30					$11.30
Literature							
Supplies		42.42					$42.42
Copying	59.59						$59.59
Printing							
Postage							
Registration							
Lodging							
Meals @$10							
Equipment							
Other *							
TOTAL	$68.34	$64.22					$132.56

$132.56

* Please enter details for items on next page; use 'other' for any category not listed.

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Expense Report: Receipts & Details 3

Upload all receipts and they will be attached to your report.
Receipts should be PDFs or images; you may also include additional documentation.

Attach Files

Select files using the button or drag and drop to attach.

Please enter a summary for each expense by date.

Date	Purpose and Details of Expense
11/25/21	Sample details for expense #1.
11/30/21	Sample details for expense #2.

$132.56

Verification *

☐ I verify all expenses listed are accurate, with details noted and receipts attached.

These expenses have been approved and follow standard Area 59 practice.

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