

AA District 4 mileage record

Please complete this form to document and request reimbursement for mileage driven on District business. District 4 asks District officers and committee chairs to document mileage for budgeting purposes, even if no reimbursement is requested.

Eligible mileage is reimbursed at a rate of 45 cents per mile as decided by the District 4 committee on March 7, 2024. Reimbursement must be requested within 60 days after the travel date.

Miles driven to and from and in support of District meetings, workshops, events, Area assemblies and conferences, etc. are examples of reimbursable mileage.

Name (first & last): \_\_\_\_\_ Email: \_\_\_\_\_

Trip details \_\_\_\_\_ Phone: \_\_\_\_\_

Date	Purpose	Mileage

TOTAL MILEAGE \_\_\_\_\_

x

REIMBURSEMENT \_\_\_\_\_

How would you like to receive payment?

Mail a check to:

Address: \_\_\_\_\_ Apt: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

VENMO account \_\_\_\_\_

No payment requested

Please fill in your information, then print this form and mail to the address below. Thank you for your service to the fellowship of Alcoholics Anonymous and the groups in District 4.

District 4 Treasurer  
PO Box 1104  
Montpelier, VT 05601-1104

VENMO: @District04-Montpelier