

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 .45

REIMBURSEMENT \$ _____

How would you like to receive payment?

Mail a check to:

Address: _____ Apt: _____

City: _____ State: _____ Zip: _____

VENMO account _____

No payment requested

Please print and fill out this form and mail it 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