

GREATER ATLANTA OA INTERGROUP

2250 N Druid Hills Rd. Suite 260, Atlanta, GA 30329 (404)634-3314

EXPENSE STATEMENT

OA MEMBER	ADDRESS	TRAVEL DATES	MILEAGE RATE	
POSITION	CITY STATE ZIP	PHONE NUMBER	MEAL RATE	53.5 cents/mile B \$15/ L \$15/ D \$30

DATE	DESCRIPTION	HOTEL	REGISTRATION	MEALS	AIRFARE	OFFICE	MISC.	MILEAGE TOTAL	TOTAL
TOTALS									

APPROVED BY: _____

Notes: Mileage rate is per the Internal Revenue Service (IRS). Check with the Treasurer to confirm current rates. Original receipts must be attached to this report. No reimbursement will be made for alcohol. See form instructions for meal allowance guidelines.

LESS ADVANCES	
TOTAL	