



R6 Treasurer
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Westfield, MA 01086
Treasurer@OARegion6.org

REPRESENTATIVE MILEAGE REIMBURSEMENT FORM

New Procedure Beginning with Assembly Spring 2017 - Please Read

**Form must be returned within 30 days of
Assembly in order to receive reimbursement**

Name of Intergroup:	
Number of Attendees:	

Mileage is reimbursed via the following formula - miles x \$0.535 (cents per mile). Scan and attach all toll receipts.

PLEASE NOTE: ALL MILEAGE REIMBURSEMENT FUNDS ARE ISSUED TO THE INTERGROUP.

Miles Traveled (R6 reimburses for ONE vehicle)	Tolls (if any)	Travel Origination City (including State or Province)
Claimant's Name:		Phone Number:
Address to which check should be mailed:		Email:

Submit this completed form via email and attach scanned toll receipts via e-mail mail.

Toll receipts must be attached in order to receive reimbursement.

If you choose to submit via postal service, this signed cover sheet must be accompanied by all receipts.

Submissions received via postal service may take up to 6 weeks to receive reimbursement.

I affirm that our Intergroup would be unable to send a representative to R6 Assembly unless reimbursed for mileage.

Print Name (Intergroup Chair or Treasurer): _____ **Date:** _____

Signature (Intergroup Chair or Treasurer): _____