

Position	Description	Mileage	Qty	Rate	Total
Facilitator	Room (RSC)		4	\$50.00	\$200.00
	Mileage (RSC)	200	4	\$0.51	\$408.00
	Mileage (Areas)	300	2	\$0.51	\$306.00
	Copies/Postage		1	\$50.00	\$50.00
Facilitator Total					\$964.00

Position	Description	Mileage	Qty	Rate	Total
Co-Facilitator	Room (RSC)		4	\$50.00	\$200.00
	Mileage (RSC)	280	4	\$0.51	\$571.20
	Mileage (Areas)	200	2	\$0.51	\$204.00
Co-Facilitator Total					\$975.20

Position	Description	Mileage	Qty	Rate	Total
Treasurer	Room (RSC)		4	\$50.00	\$200.00
	Mileage (RSC)	240	4	\$0.51	\$489.60
	PO Box		1	\$148.00	\$148.00
	Copies/Postage		1	\$60.00	\$60.00
	Supplies (e.g. receipt book, envelopes, etc.)		1	\$45.00	\$45.00
Treasurer Total					\$942.60

Position	Description	Mileage	Qty	Rate	Total
Treasurer-Alternate	Room (RSC)		4	\$50.00	\$200.00
	Mileage (RSC)	200	4	\$0.51	\$408.00
Treasurer-Alternate Total					\$608.00

Position	Description	Mileage	Qty	Rate	Total
Secretary	Room (RSC)		8	\$50.00	\$400.00
	Mileage (RSC)	200	4	\$0.51	\$408.00
	Copies/Postage		1	\$1,000.00	\$1,000.00
	Supplies		1	\$400.00	\$400.00
Secretary Total					\$2,208.00

Position	Description	Mileage	Qty	Rate	Total
Secretary-Alternate	Room (RSC)		4	\$50.00	\$200.00
	Mileage (RSC)	200	4	\$0.51	\$408.00
Secretary-Alternate Total					\$608.00

Position	Description	Mileage	Qty	Rate	Total
Archivist/Web	Room (RSC)		8	\$50.00	\$400.00
	Mileage (RSC)	200	4	\$0.51	\$408.00
	Supplies		1	\$50.00	\$50.00
	Webserver (2 year renewal)		24	\$8.95	\$170.75
	Storage Facility		12	\$63.00	\$756.00
Archivist/Web Facilitator Total					\$1,784.75

Position	Description	Mileage	Qty	Rate	Total
H&I Admin	Room (RSC)		8	\$50.00	\$400.00
	Mileage (RSC)	384	4	\$0.51	\$783.36
	Mileage (Areas)	300	6	\$0.51	\$918.00
	Public Relations/H&I Handbooks		1	\$25.00	\$25.00
	Copies/Postage		1	\$250.00	\$250.00
H&I Workshop	Literature/ Supplies		1	\$50.00	\$50.00
H&I Learning Day	Literature & Supplies		2	\$50.00	\$100.00
H&I Learning Day	Meeting Room, Refreshments, Speaker,		2	\$400.00	\$800.00
H&I Learning Day	Mileage	400	2	\$0.51	\$408.00
Bridge The Gap Program			1		\$325.00
				H&I Chair Total	\$4,059.36

Position	Description	Mileage	Qty	Rate	Total
PR Admin	Room (RSC)		4	\$50.00	\$200.00
	Mileage (RSC)	40	4	\$0.51	\$81.60
	Mileage (Areas)	160	4	\$0.51	\$326.40
	Copies / Postage		4	\$0.00	\$0.00
PR Presentations					
PR Learning Day Workshop	Meeting Space		4	\$75.00	\$300.00
	Mileage	150	4	\$0.51	\$306.00
	Copies		4	\$50.00	\$200.00
	Refreshments		4	\$50.00	\$200.00
	Post-Its and Markers		0	\$50.00	\$0.00
Recovery Awareness Fair	Literature		1	\$50.00	\$50.00
	Per Diem		1	\$30.00	\$30.00
	Mileage	100	1	\$0.51	\$51.00
GACA Conference	Literature		1	\$50.00	\$50.00
	Per Diem		1	\$30.00	\$30.00
	Mileage	100	1	\$0.51	\$51.00
	Room		1	\$79.00	\$79.00
				PR Chair Total	\$1,955.00

Position	Description	Mileage	Qty	Rate	Total
RSC Weekend	Meeting Space		4	\$1,225.00	\$4,900.00
CAR / SEZF	Meeting Space		2	\$300.00	\$600.00
	WS Conference Lit		30	\$10.00	\$300.00
				Admin Committee Total	\$5,800.00

**All Inclusive meaning total expense (including room, mileage, postage & supplies)

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Position	Description	Mileage	Qty	Rate	Total	
RDA	RSC					
	Mileage	200	4	\$0.51	\$408.00	
	Room (RSC)		4	\$50.00	\$200.00	
	Copies		1	\$50.00	\$50.00	
					RSC Total	\$658.00
Description						
Area Visits & Workshops						
Mileage		200	8	\$0.51	\$816.00	
Rooms			2	\$75.00	\$150.00	
				Area Visits / Workshops Total	\$966.00	
Description						
Travel outside of the Region						
Mileage to Airport		70	1	\$0.51	\$35.70	
Estimated Maximum Mileage or Airfare/Baggage			1	\$350.00	\$350.00	
Per Diem			2	\$30.00	\$60.00	
Room			2	\$90.00	\$200.00	
				Travel outside of the Region Total	\$645.70	
Description						
Southeast Zonal Forum (SEZF)						
Mileage to Airport		70	1	\$0.51	\$35.70	
Airport Parking			2	\$10.00	\$20.00	
Estimated Maximum Mileage or Airfare/Baggage			2	\$350.00	\$700.00	
Per Diem (per Day)			4	\$30.00	\$120.00	
Room (per Day)			4	\$90.00	\$360.00	
				SEZF Total	\$1,235.70	
Description						
Worldwide Workshops						
Mileage to Airport		70	1	\$0.51	\$35.70	
Airport Parking			2	\$10.00	\$20.00	
Estimated Maximum Mileage or Airfare/Baggage			1	\$350.00	\$350.00	
Per Diem (per Day)			2	\$40.00	\$80.00	
Room (per Day)			2	\$90.00	\$180.00	
				Worldwide Workshops Total	\$665.70	
Description						
World Service Conference						
Mileage to Airport		70	1	\$0.51	\$35.70	
Estimated Maximum Mileage or Airfare/Baggage			1	\$350.00	\$650.00	
Per Diem (per Day)			10	\$40.00	\$400.00	
Room (per Day)			10	\$100.00	\$1,000.00	
				World Service Conference Total	\$2,085.70	
Grand Total RDA					\$6,256.80	

Position	Description	Mileage	Qty	Rate	Total
RD	RSC				
	Mileage	340	4	\$0.51	\$693.60
	Room RSC		8	\$50.00	\$400.00
	Copies		1	\$300.00	\$300.00
	RSC Total				\$1,393.60
	Area Visits & Workshops				
	Description	Mileage	Qty	Rate	Total
	Mileage	2000	1	\$0.51	\$1,020.00
	Rooms		3	\$75.00	\$225.00
	Area Visits / Workshops Total				\$1,245.00
	Travel outside of the Region				
	Description	Mileage	Qty	Rate	Total
	Mileage to Airport	70	1	\$0.51	\$35.70
	Estimated Maximum Mileage or Airfare/Baggage		1	\$350.00	\$350.00
	Per Diem		2	\$30.00	\$60.00
	Room (per Day)		2	\$100.00	\$200.00
	Travel outside of the Region Total				\$645.70
	Southeast Zonal Forum (SEZF)				
	Description	Mileage	Qty	Rate	Total
	Mileage to Airport	70	1	\$0.51	\$35.70
	Airport Parking		2	\$10.00	\$20.00
	Estimated Maximum Mileage or Airfare		1	\$420.00	\$420.00
	Per Diem (per Day)		4	\$30.00	\$120.00
	Room (per Day)		4	\$90.00	\$360.00
	SEZF Expenses Total				\$955.70
	Worldwide Workshops				
	Description	Mileage	Qty	Rate	Total
	Mileage to Airport	70	1	\$0.51	\$35.70
	Airport Parking		2	\$10.00	\$20.00
	Estimated Maximum Mileage or Airfare/Baggage		1	\$350.00	\$350.00
	Per Diem (per Day)		2	\$40.00	\$80.00
	Room (per Day)		2	\$90.00	\$180.00
	Worldwide Workshops Total				\$665.70
	Mileage Allowance			\$0.51	
	Grand Total RD				\$4,905.70
	Budget Grand Total				\$31,067.41
	Prudent Reserve				\$10,355.80

Per Policy \$50.00 room reimbursement is based on a maximum room rate of \$100.