

IDAHO AREA ASSEMBLY HOSTING EXPENSE FORM

DISTRICT # ____ DISTRICT REPRESENTATIVE _____

DISTRICT ADDRESS _____ CITY _____

ST ____ ZIP _____ PHONE _____ EMAIL _____

EVENT _____ DATE(S) _____

Please provide copies of receipts for all costs or payment may be delayed.

COSTS:

DESCRIPTION	AMOUNT
CONVENTION ROOM COST	
CONVENTION ROOM COFFEE/TEA ETC COST	
LUNCHEON COST – NOT TO EXCEED \$25 PER ATTENDEE	
FLYER – NOT TO EXCEED \$30	
DECORATIONS – NOT TO EXCEED \$25	
COPIES	
OTHER-EXPLAIN _____	
OTHER-EXPLAIN _____	
OTHER-EXPLAIN _____	
SPEAKER – NOT TO EXCEED \$500 FOR OUT OF TOWNER	
TRAVEL – FUEL, TAXI, AIRLINE ETC	
SPEAKER GIFT – NOT TO EXCEED \$25	
HOTEL ROOM ONLY	
LUNCHEON	
MEALS – NOT TO EXCEED \$100 NO ALCOHOL OR TIPS	
REGISTRATION	
TOTAL	

Mail to: Idaho Area Treasurer or Treasurer@AI-Anon-Idaho.Org
POB 153
Coeur d'Alene, ID 83816

DATE PAID: _____ CHECK NUMBER: _____

UPDATED 01/2026