



American Guild of Organists

NATIONAL HEADQUARTERS AND THE AMERICAN ORGANIST MAGAZINE
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DISTRICT CONVENER OR REGIONAL COUNCILLOR QUARTERLY EXPENSE REPORT (Due last week of June, September, December and March)

Name: _____ Title: _____

Meetings Attended: _____

EXPENSES

Postage	\$	_____
Secretarial Expenses	\$	_____
Telephone	\$	_____
Auto mileage: _____ miles @ .50 cents per mile	\$	_____
Tolls	\$	_____
Parking	\$	_____
Other travel	\$	_____
Overnight accommodations	\$	_____
Other expenses (please itemize)		
_____	\$	_____
_____	\$	_____
_____	\$	_____

TOTAL: \$ _____

Signature _____
District Convener (if applicable)

Signature _____
(Regional Councillor)

District Conveners should forward their reports to Headquarters through their Regional Councillors. Headquarters will then reimburse each District Convener and Regional Councillor. It is the responsibility of the Regional Councillor to see that all expenses stay within the Region's budget. Receipts must be provided for all expenses over \$10.

Check to be made payable to: _____

Address: _____

Date Submitted _____

FOR OFFICE USE ONLY

Approved: _____ Account: _____

Date: _____ Check # and Date: _____