



American Legion Auxiliary Department of Texas
Stipend, Mileage and/or Special Event Request for Funds

Reporting Month

ALA Representative Information

Representative Name		Hospital/Clinic	
Date:		# Veterans Served	
Are you able to serve the Veterans in Person?	Yes ____ No ____		

Stipend Reimbursement **Please see VA&R Guidelines Page 8-9 for more info**

To be filled out by the VA Representative			
Are you requesting your Stipend Reimbursement?	Yes ____	No ____	
How much are you requesting?	\$ _____		
Do you have receipts and were your purchases pre-approved?	Yes ____	No ____	
Are you up to date on your monthly reports?	Yes ____	No ____	
Have you turned in your bank statements?	Yes ____	No ____	

Special Event Request			
Are you requesting funds for a special event?	Yes ____	No ____	
How much are you requesting?	\$ _____		
Date:	Time:	Location of Event:	
What will it be used for?			
Compliments of the American Legion Auxiliary” cards needed: # ____			
Did you invite the Department President ?	Yes ____ No ____		
Did you invite VA&R Committee Member?	Yes ____ No ____		

Rep & Dep Reimbursement .25 cents per mile

Rep Mileage _____ x .25 = _____	Dep Mileage _____ x .25 = _____	Total all Miles _____
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You must be up-to-date to receive funds. Please note if you are mailing your Request please send them to Secretary Tiffany Troxclair P.O. Box 1629, Little Elm TX 75068. Reports will be scanned and emailed to VA&R Chair/Finance/Bookkeeper.

Email all reports to:

VA&R Chairman Licia Kim - liciakim.alatexas@gmail.com

Department Secretary - secretary@alatexas.org

Finance Committee Chair - christinet2121@yahoo.com

Bookkeeper Shana Duke - shanaaduke@gmail.com

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