American Legion Auxiliary Department of Texas
P.O. Box 1629
Little Elm, Texas 75068-1629
secretary@alatexas.org

ACTIVITY CHAIR EXPENSE FORM

Name: ____ Chair of: ____________________

Address: ____ Phone : ____________________

Date: ____________________

Expenses: Description____

____

TOTAL AMOUNT $ _________

Activity Chair Expense Reimbursement Guidelines
Attach receipts and ensure all submissions are properly marked

- Activity Chairs may be reimbursed for approved expenses.
- Eligible expenses begin September 1 of the current year and continue through the Department Convention the following year. For example: September 1, 2026, through July 15, 2027.
- Chairs are allowed up to one hundred dollars ($100) for awards.
- The Department does not pay incentive expenses, except for the Leadership, VA&R, and Membership Committees.
- To help cover incentive costs, the Leadership, VA&R, and Membership Committees are requested to raise funds for their incentives. These funds must be submitted to the Department for tracking.
- Chairs may raise funds for incentives, and each committee is responsible for tracking its own funds. Any remaining funds must be submitted to the Department for the committee's program no later than **August 1st**.
- Email the completed report to Secretary Tiffany Troxclair at secretary@alatexas.org. The report will be forwarded to the Finance Committee and the President for approval.
- **Deadline:** Reports must be received by the Department Office before **August 1st**. Reimbursements will not be issued after this date.

Date: ____________________ Signed: ____

Approved by: ____ Date: ____________________

Revised 07/19/2026