

Fill out the form using Adobe Acrobat Reader or print it and fill it out by hand. Follow the instructions below the form to submit your expenses or make inquiries.

Al Anon District 14 Expense Reimbursement Form			
Date Submitted:		Submitted by: Role or Position:	
Mailing Address:			
	Description	Amount	
Item(s): (itemize & attach receipts)			
Total Submitted for reimbursement:			
Date Reimbursed:		Reimbursed by:	
		Check #:	
Return to District 14 Treasurer at: PO Box 416, Concord, CA, 94520 OR hand-in to appropriate Coordinator or Treasurer			

General Instructions:

1. Submit within 90 days of the expense date.
2. Include all receipts with this form.
3. Please provide your mailing address above if you wish to receive reimbursement in the mail.
4. Note: the final section is completed by the Treasurer.

To submit electronically:

- 1) Save the form, giving it a unique name. e.g., Reimbursement Request, your name or WSO #, date
- 2) Collect all your receipts in pdf, word(docx), or jpg format
- 3) Submit the form and attachments using the following electronic reimbursement form.
<https://al-anoncontracosta.org/district-14-reimbursement-request/> (See note 1)

To follow up on your submission, or make inquiries, use the link below to contact the District 14 Treasurer.

<https://al-anoncontracosta.org/treasurer-contact-form/> (See note 1)

Note 1: If you are viewing this pdf in a browser (as opposed to Adobe Acrobat), right-click over the link to open it in a new tab.