

District 14 Reimbursement: Use this form to request reimbursement for District 14 expenses. **You can submit the form electronically, by US Mail, or by hand to the appropriate Coordinator or the Treasurer.** 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:	
Budget Line Item		Role or Position:	
Justification			
Mailing Address:			
			Amount
List Items			
Date Reimbursed:		Reimbursed by:	
		Check #:	

General Instructions:

1. You must submit your request within 90 days of the expense date.
2. Include all receipts with your submission.
3. 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, appending your name and date to the file name.
2. Collect all your receipts in electronic format. Allowed file types are pdf, docx, doc, png, gif, jpg
3. Submit this form and your receipts using the electronic reimbursement form link below. <https://al-anoncontracosta.org/district-14-reimbursement-request/>

To submit via US mail:

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| 1. Print the form | District 14 Treasurer |
| 2. Collect all your receipts in hard-copy (printed) format | PO Box 416 |
| 3. Mail the form and attachments to: | Concord, CA 94520 |

To submit in person:

1. Print the form
2. Collect all your receipts in hard-copy (printed) format
3. Hand deliver to the appropriate Coordinator or the Treasurer

To follow up on your submission, or make inquiries, use the link below to contact the Treasurer. <https://al-anoncontracosta.org/treasurer-contact-form/>