

NORCAL H&I COMMITTEE**H&I Form 3 - Annual Area Expense Reimbursement (Pilot)**

AREA CHAIR: COMPLETE ALL CELLS WITH YELLOW HIGHLIGHTING. CHECKS WILL BE MADE PAYABLE TO AREA CHAIR, WHO CAN FORWARD AMOUNT TO AREA TREASURER

GUIDELINES:

The Area Chair will complete the form and send it to the NorCal General Chair; after approval, the General Chair will forward to the NorCal Treasurer for payment.

- Reimbursement is limited to prior year costs related to Area meeting rent, printing, and literature storage. H&I fiscal year is Dec 1st – Nov 30th, so in Dec of 2020 you can turn in your request for reimbursement of expenses from Dec 1st, 2019 thru Nov 30th, 2020.
- Each Area is free to decide if they want to request reimbursement.
- Receipts or other proof of payment are required (cancelled checks acceptable).
- Funds are reimbursed annually after Dec 1st for the prior fiscal year, based on Form 2 reporting for that year; **only Areas which have submitted a Form 2 can be reimbursed.**

TIER LEVELS – MAXIMUM REIMBURSEMENT TABLE

TIER 1: 1-249 mtgs/year MAX = \$500.00	TIER 2: 250-499 mtgs/year MAX = \$700.00	TIER 3: 500-999 mtgs/year MAX = \$900.00	TIER 4: 1000-1999 mtgs/year MAX = \$1100.00	TIER 5: 2000+ mtgs/year MAX = \$1300.00
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AREA INFORMATION – click in yellow cells to complete	
Area Chair name:	
Area Chair mailing address:	
Area Number & name:	
Total H&I meetings during prior year *	
Tier Level Max Amount	

** (per Form 2, multiply the number of weekly meetings by 52):

Item	Description (rentor name; monthly amount (if rent); purpose (if printing))	Total Amount for Dec 1 st – Nov 30 th
Meeting Rent		
Lit Storage Rent		
Printing		
TOTAL		

Note: if a committee member has been reimbursed for home printing, enter member's name, the item printed, the amount reimbursed per page and number of pages printed.

Area Chair initial for documentation attached for all items:	
Area Chair signature & date:	
General Chair approval signature & date:	

Treasurer use:

Check # & date sent:	
By:	