v.2 (2020-04-15)

NORCAL H&I COMMITTEE

Online Meeting Expense Reimbursement Request

GUIDELINES:

Area Chairs submit monthly requests for reimbursement for their Areas; up to ten meeting licenses are allowed, additional requests require the authorization of the General Chair.

Receipts for all entries must be submitted.

Request will be submitted to the H&I committee Treasurer at fivestarhka@sbcglobal.net.

Checks will be mailed within 7-10 days of receipt by Treasurer.

<u>Volunteer Information</u> :				
Area number/name:				
Area Chair Name:				
Mailing address:				
Facility Name	Day/Time	Coordinator name		Amount
			Total	
Signature & date:				
Committee use:				
Check # & date sent:				
By:				