



**FOOD ADDICTS**  
*in recovery anonymous*

## **FA Maine Chapter Reimbursement Procedure**

**Purpose:** To clarify FA Maine Chapter process for reimbursement of expenses generated in the course of doing FA Maine Chapter business.

**Assumptions:** FA Maine Chapter Board Members and Committee Chairs may produce expenditure doing business related to committee and/or chapter concerns. Expenditures can be paid:

- “On account” as designated by the Board and/or Committee Chair,
- With prior authorization, prepayment can be arranged through the committee and the Chapter Treasurer, or
- By reimbursement for business related expenses paid ahead of time by individuals with authorization of the Board and/or Committee Chair.

Reimbursements will be refunded after completion of an FA Maine Chapter Reimbursement Form.

**Procedure for Reimbursement:** Individual completes the reimbursement form, attaches receipt, and submits to appropriate Board/Committee chair for a signature. The signed reimbursement form with receipts is submitted to the FA Maine Chapter Treasurer either in person, by mail or electronically.

Treasurer  
FA Maine Chapter  
P.O. Box 373  
Augusta, ME 04332-0373

Individuals with electronic capability (scanner and PDF files) can email copies of the original completed reimbursement form and accompanying original receipts to:  
**METreasurer@foodaddicts.org.**