

Western Area Intergroup (FA-WAI)

Expense Reimbursement Form

Intergroup expense forms are only for expenses related to Intergroup Committee work; other expenses, such as making copies for a local meeting Group, are reimbursed by the respective Group.

Contact Information for Person Submitting Expense	
Name:	Today's Date:
Mailing Address for Reimbursement:	
Phone Number:	E-Mail Address:
Expense Information	
Intergroup Committee Name:	Committee Chair/Team Lead:
Total Reimbursement Cost(s):	Date of Expense:
Type of Expense: (Copying, Literature, Phone, Postage/Shipping, Supplies, Rent, etc.)	
Purpose of Expense: (Event & Event-Date, Service-Project, etc.)	

PLEASE STAPLE RECEIPTS TO THIS FORM

Submit Expense form and receipts to:

FA-WAI, Attn: Treasurer, PO Box 475067, San Francisco, CA 94147-5067 or email with receipt to: WaiTreasurer@foodaddicts.org with subject "FA-WAI Expense for (your name)"

For Treasurer's Use:

Check Number	Amt Paid	Date	Comment	Initial