Boy Scout Troop 843

Expense Reimbursement Form

POLICY: In order to maintain accurate accounting records for the troop, persons requiring reimbursement for expenses incurred on behalf of the troop must complete a reimbursement form. **Receipts are required for reimbursement. Please attach the receipts to this form**.

NOTE: Purchases totaling over $500 must be pre-approved by the Troop Committee Chair or the Scoutmaster.

INSTRUCTIONS: Using the form below, enter an item description and then a dollar amount under the appropriate expense

Name of Person Requesting Reimbursement: _____ ***Phone Number*** _____

Reason for Purchase: _____

Place of Purchase	Food / Drinks	Awards	Supplies	Services	Total

Total Reimbursement _____

Requestor Signature **Date**

Type of Reimbursement Requested:	Yes/No
Reimbursement via check?	
Reimbursement to be applied to Scout account?	

APPROVER SIGNATURE

If the total reimbursement is over $500.00, then it most be pre-approved by the Troop Committee Chair or Scoutmaster.

Approver Signature **Troop Role** **Date**

TO BE COMPLETED BY TROOP TREASURER			
	Yes / No	Date	Processed By
Receipts Collected			
Check Written			
Reimbursement amount applied to Scout account			