

Boy Scout Troop 220

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	Item	Amount
Total Reimbursement		

Requestor's Signature **Date**

Type of Reimbursement Requested	Yes/No
Reimbursement by Check?	
Reimbursement applied to Scout Account?	

APPROVER SIGNATURE
If the total reimbursement amount is over \$500.00, then it must be pre-approved by the Troop Committee Chair of Scoutmaster

Approver Signature **Troop Position** **Date**

TO BE COMPLETED BY TROOP TREASURER

	Yes / No	Date	Processed By
Receipts Collected			
Check Written			
Reimbursement amount applied to Scout Account			