

# EXPENSE REIMBURSEMENT FORM



- This expense report form is required for any disbursement of funds from the Troop 376 Treasury.
- Proof of transactions required; RECEIPTS MUST BE SUBMITTED with your expense form.
- Amounts exceeding \$300 require Scoutmaster and Committee Chair approvals.

|       |       |
|-------|-------|
| Name: | Date: |
|-------|-------|

| ✓ | Event Type (Specify event name)                      | Date |
|---|--|------|
|   | Campout:   |      |
|   | Troop Event:   |      |
|   | Eagle Scout Project (Indicate Eagle Candidate Name): |      |
|   | High Adventure Trip:                                 |      |
|   | Other (specify):                                     |      |

| Date | Place of Purchase | Amount      | Description<br>(e.g., Food, Gas, Tolls, Supplies)<br>If Patrol Cooking, include # of scouts/adults you are shopping for, event info, etc. | Receipt Attached<br>(✓) |
|------|-------------------|-------------|---|-------------------------|
|      |                   |             |   |                         |
|      |                   |             |   |                         |
|      |                   |             |   |                         |
|      |                   |             |   |                         |
|      |                   |             |   |                         |
|      |                   | \$____.____ | <b>Total Reimbursement Amount</b>   |                         |

Issue Check Made Payable to: \_\_\_\_\_

Requests for reimbursements must be submitted within 30 days of purchase.  
Please keep a copy for your records.  
Thank You.

| Scoutmaster Approval | Committee Chair Approval | Date Paid | Check # |
|----------------------|--------------------------|-----------|---------|
|                      |                          |           |         |