

EXPENSE REIMBURSEMENT REQUEST - BOY SCOUT TROOP 230

Scout Account Withdrawal

Reimbursement Request

REQUEST DATE:	EVENT:
REQUESTER:	DATE OF EVENT:
ADDRESS: (check will be mailed to this address)	

1. DESCRIPTION OF REQUEST (example: expense incurred for hike and campout)

2. LIST EVENT/ACTIVITY, DATE AND AMOUNT OF EXPENSES
(attach receipts or copy of receipts to this form)

#	DESCRIPTION	DATE	AMOUNT
1.			
2.			
3.			
4.			
5.			
Total from attached list (if more than 5 items for reimbursement)			

TOTAL AMOUNT TO BE REIMBURSED: _____

I attest that these expenses were incurred as part of Scouting activities.

Signature of Requestor: _____

APPROVAL SIGNATURES: (Committee Approval required if >\$250.00)

SCOUTMASTER:	
COMMITTEE CHAIRPERSON:	

FOR TREASURER'S USE ONLY:

Reimbursement issued: date _____ check # _____ amount \$ _____

Reimbursement issued to: _____

Beginning SA Balance: _____ Ending SA Balance: _____