

EXPENSE REIMBURSEMENT REQUEST - BOY SCOUT TROOP 87

REQUEST DATE:	EVENT:
REQUESTER:	DATE OF EVENT:

1. PLEASE GIVE A BRIEF DESCRIPTION OF REQUEST
 (example: expense incurred for hike and campout) _____

2. LIST DESCRIPTIONS, DATES AND AMOUNTS OF EXPENSES IN CHART BELOW.
 (attach receipts or copy of receipts to this form)

#	DESCRIPTION	DATE	AMOUNT
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

TOTAL AMOUNT TO BE REIMBURSED: _____

I attest that these expenses were incurred as part of Troop activities _____

AUTHORIZED SIGNATURES: (2 REQUIRED)

COMMITTEE CHAIRPERSON:	
SCOUTMASTER:	
CHAIRPERSON OF EVENT:	
OTHER ADULT LEADER:	

FOR TREASURER'S USE ONLY:

Reimbursement issued: (date) _____ check # _____ amount: _____
 Reimbursement issued to: _____