

## Troop 323 Expense Reimbursement Request Form

# **SIDE B= SELF FUNDED EXPENSES**

Turn into Dorran Swearngan, Troop Accounting

|                                 |                        |
|---------------------------------|------------------------|
| For Internal Use Only: v4/19/13 |                        |
| Check #                         |                        |
| Date:                           | Entered<br>TroopLedger |
| Name:                           | Date:                  |
| Amt:                            | Act #:                 |

### Steps to Your Reimbursement:

- 1) For each expense that is not paid by the Troop, there must have been Income received, and an associated co-ordinator.
- 2) The Co-ordinator has been assigned a matching Income & Expense Account Numbers, where funds will be collected (in) & paid from (out).
- 3) Please check only ONE Expense Box, and obtain co-ordinator approval for spending from that Account
- 4) Attach the receipts that will be charged to this ONE Account, and submit to accountant for reimbursement  
(Please submit ONE form per Expense Account Number).

| 500 / Income |                                   | Check 1 | 600 / Expense                     | 700 / Reserve                 |
|--------------|-----------------------------------|---------|-----------------------------------|-------------------------------|
| 00           | Summer Camp Prepayments           |         | 600 Summer Camp Expense           | Summer Camp Reserve           |
| 01           | Claytor Lake Prepayments          |         | 601 Claytor Lake Expense          | Claytor Lake Reserve          |
| 02           | Philmont Prepayments              |         | 602 Philmont Expense              | Philmont Reserve              |
| 03           | Sea Base Prepayments              |         | 603 Sea Base Expense              | Sea Base Reserve              |
| 04           | Jamaica Missions Trip Prepayments |         | 604 Jamaica Missions Trip Expense | Jamaica Missions Trip Reserve |
| 05           | Hold for Future Troop Use         |         | 605 Hold for Future Troop Use     | Hold for Future Troop Use     |
| 06           | Hold for Future Troop Use         |         | 606 Hold for Future Troop Use     | Hold for Future Troop Use     |
| 07           | July JUMP Prepayments             |         | 607 July JUMP Expenses            | July JUMP Reserve             |
| 08           | Activity Prepmts: Patrol          |         | 608 Activity Expenses: Patrol     | Activity Reserves: Patrol     |
| 09           | Activity Prepmts: Individual      |         | 609 Activity Expenses: Individual | Activity Reserves: Individual |
| 10           | Activity Prepmts: Troop           |         | 610 Activity Expenses: Troop      | Activity Reserves: Troop      |
| 47           | Uniform Prepayments               |         | 647 Uniform Expense               | Uniform Reserves              |
| 49           | Re-charter Pmts                   |         | 649 Re-charter Expense            | Re-charter Reserve            |

Your Name: \_\_\_\_\_

Make Check Payable to: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Total Amount of receipts: \_\_\_\_\_

Explanation of Expense: \_\_\_\_\_

\_\_\_\_\_

Co-ordinators Name: \_\_\_\_\_

\*Co-ordinator Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

*\*Each Co-ordinator is responsible for knowing their respective budgets based on PAYMENTS THAT HAVE BEEN RECEIVED by the Troop Accountant, and how those monies are spent. You should always seek approval from the Co-ordinator PRIOR to spending, to ensure adequate funds have been collected and are available in order to meet your reimbursement request.*

*\*\*This form MUST have either the Co-ordinator signature OR e-mail approval of amount for a reimbursement to be made*