

Troop 323 Expense Reimbursement Request Form for 2017

For Internal Use Only: v1/1/17	
Check #	
Date:	Entered Troop Ledger
Name:	Date:
Amt:	Act #:

TROOP FUNDED EXPENSES

Steps to Your Reimbursement:

- 1) Troop Funded Expenses: Please check ONLY ONE Expense category per reimbursement request.
- 2) Attach the receipts that will be charged to this ONE account.
- 3) Obtain Budget Owner approval via signature or email.
- 4) In the event the requestor is also the budget owner, the Expense Approver signature is also required.

Note: Submit ONE form per Expense category. Incomplete forms will be returned to provider for correction.

Check Here	Expense Category	And Check Here, if applicable	Budget Owner*	Expense Approver**
	Administration	<input type="checkbox"/> Insurance <input type="checkbox"/> Website <input type="checkbox"/> Troopmaster <input type="checkbox"/> Admin	<i>Treasurer: Ric Guerra</i>	<i>Committee Chair</i>
	Advancement & Court of Honor	<input type="checkbox"/> Advancement <input type="checkbox"/> Court of Honor	<i>Advancement: Mike Lafferty</i>	<i>Scoutmaster</i>
	Campout Food & Other	<input type="checkbox"/> Scout Grub <input type="checkbox"/> Adult Grub <input type="checkbox"/> Trailer Fuel <input type="checkbox"/> Campout fuel <input type="checkbox"/> Campsite <input type="checkbox"/> Propane	<i>Jenna Tyrell / Aaron Rivers</i>	<i>Scoutmaster</i>
	Camp Payment	<input type="checkbox"/> Summer camp <input type="checkbox"/> High adventure	<i>Treasurer: Ric Guerra</i>	<i>Scoutmaster</i>
	Equipment purchase	<input type="checkbox"/> Misc. <input type="checkbox"/> New Equipment <input type="checkbox"/> High advent. <input type="checkbox"/> Storage Sheds <input type="checkbox"/> Trailer Decal <input type="checkbox"/> New Trailer	<i>Equipment: Dirk Jaekel</i>	<i>Scoutmaster</i>
	Pumpkin Patch Expense		<i>Fundraiser Chair: Open</i>	<i>Committee Chair</i>
	Membership dues		<i>Membership: Aaron Rivers</i>	<i>Committee Chair</i>
	Program / Scoutmaster Discretionary Funds		<i>Scoutmaster: Bob Coughlin</i>	<i>Committee Chair</i>
	Scholarship Expense	<input type="checkbox"/> Summer Camp <input type="checkbox"/> High adventure	<i>Treasurer: Ric Guerra</i>	<i>Committee Chair</i>
	Scout Accounts		<i>Treasurer: Ric Guerra</i>	<i>Committee Chair</i>
	Service		<i>Service Chair: Mary Coppola</i>	<i>Scoutmaster</i>
	Training Expense	<input type="checkbox"/> Scout <input type="checkbox"/> Adult	<i>Training Chair: Bryan Juchter</i>	<i>Scoutmaster</i>
	Troop Reserve		<i>Treasurer: Ric Guerra</i>	<i>Committee Chair</i>

Your Name: _____ Today's Date: / /

Total Amount of receipts: \$ _____ Make Check Payable to: _____

Detail Explanation of Expense (for campouts, complete additional details below):

Budget Owner Signature _____ Date: / /

Expense Approver Signature _____ Date: / /

Additional Details

Campout Dates: / - / Campout Location: _____

Patrol: _____ # of Participants: _____

Grub budget per person: \$ _____ Total grub budget: \$ _____

*Each Budget Owner is responsible for their respective budgets and how those monies are spent. You should seek approval from the Budget Owner PRIOR to spending to ensure adequate funds are available in order to meet your reimbursement request.

****Budget Owners cannot approve their own reimbursement. Expense approvers serve as approvers in this situation.**