

Instructions:

1. Have a Troop 49 Leader sign THEN Troop 49 Scoutmaster sign BEFORE handing to Treasurer.
2. Provide your current address for reimbursement check to be sent to.
3. Fill out form completely for proper reimbursement and accounting.
4. Reimbursement check is to be cashed within 3 months of date on check. Otherwise, funds will be returned to Troop 49 account.

Reimbursement Information:

Today's Date:

Person Requesting Reimbursement:

Address (to send reimbursement):

PAY TO THE ORDER OF:

Scout's Name or Troop General Fund?

Credit or Debit the Account?

Amount of Expense:

Items Purchased:

INDICATE EXPENSE CATEGORY(IES)

Please Reimburse Out Of Scout Account: \$ _____

\$		Eagle Court of Honor	\$		Merit Badges/Camp Fees
\$		Eagle Project Costs	\$		Close Out Scout's Account

Please Reimburse Out Of Troop General Fund: \$ _____

\$		Mileage	\$		Registration for: Camp _____
\$		Office Supplies, Admin	\$		Scout/Leader Training
\$		Fundraising Expenses	\$		Scout Recruiting/New Scout
\$		Equipment (HA/General)	\$		Propane
\$		Camp Expenses/Food	\$		Other

****All reimbursements require an original receipt attached to this form.**

Further Instructions:

Leader Signature: _____

Check #: _____ Check Amount: _____ Check Date: _____

Scoutmaster (or second Leader Signature): _____

Expense Category: _____