

Expense Reimbursement Request

- Use Troop 642 Form
- Expense may be request via email
- Text is not an acceptable media for request
- All Document sent electronically must be in PDF format. (No pictures)
- If Scout Accounts have open balances, reimbursements will be applied to Scout Account first.
- For fastest processing bring complete Reimbursement form and copies of receipt to weekly meeting.
- Always keep a copy of all documents for your records
- High Adventure reimbursements must indicate the group to be applied
- Reimbursements should be requested within 30 days of expense

Troop 642
Reimbursement Request

Ver 1 210830

Date: _____

Requester: _____

Receipt Date	Payee	Purpose: (See List for Code)	Related Activity	\$ Amount
Total				

<u>Circle One:</u>	
<u>Add to Scout Account</u>	<u>Check</u>
Mailing Address:	

Purpose Codes

- Fuel
- Food
- Campout Food
- Summer Camp
- High Adventure
- Troop Supplies
- Advancement Supplies