



Boy Scout Troop 1257

Request for Reimbursement

Date: _____

To: Treasurer

From: _____

Position: _____

Address: _____

Phone: _____

I request reimbursement in the amount of \$_____ for the following expense:

Activity/Purpose: _____

Date of Activity/Purchase: _____

Make check payable to: (if other than requestor:)

Name: _____

Address: _____

City, State, Zip _____

Signature/e-mail address: _____

- 🌸 Fastest processing: Complete soft copy form (Word Document)
 - ♣ Forward as an e-mail attachment to carlemerick@yahoo.com.
 - ♣ Include e-mail address in signature line
- 🌸 You may also print form and place in Boy Scout box in the work room at the Church of the Epiphany.
 - ♣ Printed forms must be signed.
- 🌸 Provide receipts to substantiate claim.
- 🌸 Incomplete forms will delay reimbursement.

Expense Policy

Expenditures are not to be made without the approval of the Troop Committee.

Budget is for Troop planning purposes only. An entry on the budget does not constitute approval to expend funds.

Request for reimbursement must be made in writing to treasurer. Checks will be issued only upon receipt of fully completed forms.

Treasurer Use Only

Date Paid: _____

Check No.: _____