



Expense Report Form

****Please note: a Troop Committee Leader must approve Expenditures. The Committee Chairman or, in their absence, the Charter Organization Representative must sign this form, indicating the Committee's approval.*

Prior Approval by: _____ Date: _____

Date Submitted: _____ Submitted by: _____

| Description / Purpose of Expense | Amount of Expense |
|----------------------------------|---------------------|
| | |
| | |
| | |
| | |
| | Total Amount |
| | \$ |

Reimbursement by Check or apply to passbook? _____

 Approval Signature
 Committee Chairman/Charter Org Rep

Charge Code: _____ Check # _____ Issued on: ____ / ____ / ____
 Entered into Troop Ledger on: _____

All Receipts must be attached for reimbursement!