



Reimbursement Request Form

_____ has been authorized by the Troop Committee on (date) _____ to purchase _____ (Note: if the dollar amount spent is out of the "usual and expected" range, full reimbursement will be subject to a Committee review). Expenditures not pre-approved at a Troop Committee Meeting may be subject to a Committee review for approval. The Committee Chair, or, in their absence, the Charter Organization Representative, must sign this form, indicating approval of the expense.

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!