

Baird Scouting Expense Report

1. Check which unit the expenses were incurred for, enter today's date, your name, and your phone number to call if the treasurer has any questions.
2. Record "Event, Activity, or Budget Line Item" that the expense was incurred for. Examples are Pinewood derby, Blue and Gold, Advancement, Den Meeting Supplies, Pack Meeting Supplies, or Campout supplies.
3. Check if the items were pre-approved by the unit for purchase, check if you wish to be reimbursed, and then check how you wish to be reimbursed.
4. Record date of purchase, amount spent, description of purchase.
5. Tape or staple to this form the receipts from the purchase. If an online purchase, you must print out a copy of the receipt and attach.

Pack 4201 _____ Troop 1401 _____ Today's Date _____

Name _____ Phone Number _____

Event or Activity or Budget Line Item _____

Were all of these items pre-approved for purchase? Yes _____ No _____

Reimbursement Yes _____ No _____

Reimbursement method Escrow Credit _____ Check from Pack _____

Date of Purchase	Amount	Description of Items Purchased
Total:		