Girl Scout DIAMOND CREST Service Unit 390

Volunteer Reimbursement Form

Name of Event:_____ Date of Event:_____

Person being reimbursed:

Name: _____ Troop: _____

Address: _____

Telephone:_____ email:_____

PayPal Account(optional):_____

Item/store purchased from	**Amount**
Total amount reimbursed	

Approved by (event chair):_____

All reimbursements must be approved by the person in charge of the event, prior to sending to the service unit treasurer.

Original receipt must be attached!

Please send your reimbursement requests to Diamond Crest Service Unit Treasurer:

Melody Chun, 17 Oxford Place, Belmont, CA 94002 OR
Email/Scan to Treasurer@DiamondCrest.org

Please submit your request in a timely manner (about a week after the event).
The Treasurer will mail the reimbursement to the address listed above or via Paypal.

Questions: treasurer@diamondcrest.org