

# Troop 163 Reimbursement Form

Scouts BSA Troop 163

Westover Baptist Church

Please complete this form and attach supporting documentation (receipts, invoices, etc.). All expense reimbursements require original receipts.

Check Payable to:	Date:
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Please provide a mailing address for payment via check and an email address.

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What was the purpose of the expense(s)?

	Amount:
	\$
<b>Total to be reimbursed:</b>	<b>\$</b>

Reimbursements need two approvals, ordinarily the Treasurer and either the Committee Chair, Scoutmaster, or another registered Committee member. You may not sign and approve a reimbursement that is payable to you.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Check number: \_\_\_\_\_ (to be filled in by Treasurer)