



KIT-KE-HAK-O-KUT LODGE
ORDER OF THE ARROW

Order of the Arrow
Lodge Expense Reimbursement Form

Date: _____

Reason for expense: _____

Amount of expense: \$ _____

Send reimbursement to:

Name: _____

Address: _____

Phone #: _____ Email: _____

By checking this box, I authorize reimbursement to be made by e-check sent to the email address listed above.

Requestor Signature: _____ Date: _____

Attach receipts showing goods or services purchased. Photocopies or photographs of original receipts are also acceptable documentation. (Line-out any personal items purchased at the same time.)

Approved by: _____, Title: _____

Approved by: _____, Title: _____

(Attaching an email message from a Chapter or Lodge Officer or Adviser specifically approving this expense is an acceptable substitute for a written signature.)

Date Received in Scout Office _____

Date Reimbursement disbursed _____