



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: \_\_\_\_\_

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 _____