

# Expense Report – Troop 1401

**Instructions:**

1. Fill in Date of the purchase, the Descriptions of the items (such as food for October Campout), and the Amount to be reimbursed; one line per receipt; total the Amount column at the bottom. Do not mix personal and troop items on a purchase.
2. Attach receipts to a blank page with tape or a stapler.
3. Give the form to the Troop Treasurer. After approval a check can be written.

Date	Description of the Event & Items	Amount
	Total:	

Your Name: \_\_\_\_\_ Your Phone #: \_\_\_\_\_

Check here \_\_\_\_\_ if you want this deposited into Scout's Escrow account instead of a check.

Address to send a check to: \_\_\_\_\_

Were all of these items pre-approved for purchase? NO \_\_\_\_\_ YES \_\_\_\_\_

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

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For internal Use:

Approved: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Paid By: \_\_\_\_\_