



# LIEN DOAN CHI LANG 2279 REIMBURSEMENT FORM

<b>Name of Event</b>		<b>Date(s) of Event</b>	
<b>Requested by</b>		<b>Today's Date</b>	
<b>Tel #</b>			
<b>Family ID</b>			
<b>Make check payable to</b>			

Date Purchased	Place Purchased	Description (food, supplies, registration, etc.)	\$ Amount
<b>Total Amount</b>			

**\* Complete form.  
\* Give to treasurers Chi Kelly Nguyen or Van Duong along with copies of receipts at the beginning of Sunday Troop meeting**

*If you have any questions, please contact the treasurers, Kelly Nguyen or Van Duong, **Thank You.***

### Troop 2279 Reimbursement Policy

- \* Actual costs for campsite reservations, food for campouts, etc. are reimbursed.
- \* Submit reimbursement requests within 30 days of incurring the expense.

*For Treasurer's Use Only*

Date rec'd:	Date paid:	Check #:	Amount:
-------------	------------	----------	---------