

Reimbursement Request Form

Request from: _____ Date: _____ Event: _____

Activity/Event Expenses		
Category	Amount	Comments
Driver Transportation Fee (refund)		
Gas		
Food		
Camping Fee		
Event Registration		
Other:		
Other:		
TOTAL EVENT EXPENSES	\$	
Operational Expenses		
Equipment (stove, tent, etc.)		
Equipment (stove, tent, etc.)		
Supplies (propane, charcoal, etc.)		
Supplies (propane, charcoal, etc.)		
Awards for scouts		
Food for special occasions		
Troop Leadership Training		
Adult Recognition Items		
Library Resources		
Printing		
Office Supplies		
Other:		
Other:		
TOTAL OPERATIONAL EXPENSES	\$	
GRAND TOTAL	\$	

Attach itemized receipts with appropriate notation and detail. Submit this completed form to the event coordinator. They will review and submit all approved requests to the treasurer for reimbursement.