

**Troop 809
Reimbursement Form**

Receipt # _____
(for Troop internal use)

please check one Scout Account

Check

Complete this form and return to the Treasurer or Financial Secretary. In order to receive reimbursement **this form and its' supporting documentation are due within thirty (30) days of the date of expenditure.**

Reimbursements will be posted to the family's Scout Account, or a check may be requested. Checks will be available for pickup at the Treasurer's table at the troop meeting following the submission of the request.

Date _____
Person to contact, in case of questions _____

Camping Related

Location of campout _____

Date(s) of campout _____

1 -- If you transported Scouts, other than your son(s):

Reimbursement per Scout _____ this varies - see permission form for amount

Number of Scouts transported _____

Name of Scout(s) transported _____

Subtotal (# Scouts times reimbursement rate) \$ _____

Tolls \$ _____

Parking \$ _____

Total reimbursement for transporting Scout(s) \$ _____

2 -- Grubmaster expenses (limit is \$15 per Scout) - *attach receipts*

Patrol name _____

Number of Scouts _____

Names of Scouts _____

Total reimbursement for being grubmaster \$ _____

3 -- If you hauled a trailer:

Cost of gas actually used - *attach receipts* \$ _____

TOTAL reimbursement related to camping \$ _____

Other types of reimbursements (Eagle project, materials, supplies, etc) - *attach receipts*

Type/Description	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL reimbursement for other items \$ _____

TOTAL FOR ALL REIMBURSEMENTS \$ _____

Please return this form, along with appropriate receipts, to either the Treasurer or Financial Secretary within thirty (30) days of the date of expenditure.