

BOY SCOUT TROOP 480 EXPENSE REIMBURSEMENT FORM		For Troop Treasurer Use Only	
1. All expenses within the limits of the approved Annual Troop Budget do not require an accompanying Approved Purchase Request Form prior to reimbursement: NOTE Please fill in areas in Gold		Check Number:	
2. Undocumented expenses require approval by Troop Committee		Amount:	
3. To validate any claim, please submit proof of transactions. Always obtain a receipt, invoice or quote and attach to this form prior to submission		Check Date:	
This form is pursuant to Troop 480 Reimbursement and Purchase Approval Policy Dated:		Scout Bucks Credit (Y/N)Date:	
I am requesting (check one):		Troop Member or Vendor	
<input type="checkbox"/>	REIMBURSEMENT of expenses incurred	Street Address	
<input type="checkbox"/>	VENDOR CHECK for a troop purchase/service		
<input type="checkbox"/>	SCOUT BUCKS CREDIT (where applicable per Troop Scout Bucks Policy)	City, State, Zip	
Describe Event, Item, Service, Expense		Receipt Amount(s)	
Point of Contact for Expense Reimbursement		RECEIPT TOTAL:	
PHONE:		PAYMENT DIRECT TO VENDOR:	
EMAIL:		GRAND TOTAL PAID :	
TROOP CMTE CHAIRMAN SIGNATURE/DATE		TROOP TREASURER SIGNATURE/DATE	
On my honor, all expenses claimed on this form and supported with attached invoice or receipt are in support of the approved activities of BSA Troop 480, Greensburg, PA (sign below)			
PRINT NAME			DATE