



# Request for Reimbursement

Office Use Only	
Check #	
Date Entered	

Amount Requested: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Requested By: \_\_\_\_\_

Method of Reimbursement: (Circle One)      **Check**      **Scout Account**      **Other**

If "Other", Please Explain: \_\_\_\_\_

Reason for Reimbursement: \_\_\_\_\_

Scouting Purpose for Purchase: \_\_\_\_\_

**Allocation of reimbursement:**

Scouting Activity/Troop Account (i.e. advancement, camping, etc)	Amount
<b>Total</b> (must equal total request above)	

By signing below, I certify that the reimbursements requested above are for official troop business (or in the case of a reimbursement from a scout account, are for scouting-related items that have been purchased on the scout/scouters behalf). I understand that Troop representatives have the responsibility and authority to review all requests for reimbursement at any time, and that adjustments or disallowances may be made based on among other things, the level of documentation provided and propriety of the reimbursement.

\_\_\_\_\_  
Signature of person requesting reimbursement

\_\_\_\_\_  
Date

Receipts **MUST** be submitted with this request, and **MUST** provide sufficient itemization/detail to support the Scout Purpose noted above. (**Charge slips, etc. showing 'total' payments are not sufficient support**). If detailed receipts are not available, provide an explanation and obtain Scoutmaster/Committee Chair approval below:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SM/CC Approval (If receipts are not available)

\_\_\_\_\_  
Date

(A Scout is courteous - allow 7 - 10 days for processing and payment)