

Wauconda Boy Scout Troop 90 Reimbursement Request Form

It is the policy that any request for reimbursement of funds spent by or on behalf Wauconda Boy Scout Troop 90 be approved by the Troop Committee. If the request is for reimbursement of funds from the Troop's general account please provide the information requested below, including copies of the receipts. The copies of the receipts are to provide an auditable record of the expense and will be kept in the Troops financial records. If the request is for reimbursement from a Scout's passbook account, please request reimbursement from the Troop Committee using the Wauconda Boy Scout Troop 90 Scout Account Reimbursement Request Form.

Purpose of the Expense (example: January campout reservation fee, replace broken handle on storage box): _____

Date of Expense (if not provided on the receipt): _____

Amount of Expense: _____

Person to reimburse: _____

I certify that this expense was incurred in connection with approved activity of Wauconda Boy Scout Troop 90. Additionally, the expense has not been or will not be paid from any other source.

Signature: _____ Date: _____

Approved by the Troop Committee: _____