



Troop 114 Request for Expenses

Reimbursement

Scout Account

Reimbursements must be approved in advance according to the following values:

Up to \$100	Approval signed by one of the following: Treasurer, Scoutmaster, Asst Scoutmaster or Committee Chair.
Over \$100	Approval signed by two of the following: Treasurer, Scoutmaster, Asst Scoutmaster or Committee Chair.
Over \$500	Approval by the Troop Committee, or the Key 3 in an emergency

Amount	Description	Related Event	Date of Purchase	Budget Category
Total				

Requested By _____

Approved By _____

Approved By _____

Date Paid _____ Check Number _____

Treasury Use:	Initials
Receipts Attached	
Receipts Agree to Request Form	
Recalculated	
Proper Approval & Signatures	
Recorded	
Filed	

Budget Categories:	
Activity	General
Camping - Food	Printing
Camping - Other Expense	Scout Shop - Advancement
Council Registration	Scout Shop - Supplies
Court of Honor	Training
Equipment	