

Troop 53 Expense Report and Disbursement Request



Submitter's Name: _____

Activity/Event: _____

Date: _____

| Date | Description of Item Purchased | Vendor | Amount |
|------|-------------------------------|--------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Attach all receipts.

Total: _____

| Scout Account | Troop Account | Check |
|----------------------------|-----------------------------------|--------------------|
| ___ Deduct From ___ Pay To | ___ Deduct From ___ Pay To | ___ Write Check To |
| Print Scout's Name: | Date Approved by Troop Committee: | _____ |
| Print Parent's Name: | Committee Chair Signature / Date: | _____ |
| Parent's Signature / Date: | Scoutmaster Signature / Date: | _____ |

Note: Payments for food, registration and fuel costs must be collected and turned in with a list of who paid before reimbursement will be made for any Expense Report and Reimbursement Form requests.

| | | |
|-----------------------|--|---------------|
| <i>Troop Use Only</i> | Date Expense Recorded in Troop Ledger: _____ / _____ / _____ | |
| | Treasurer Signature*: | Check # _____ |

*Committee Chair/Scoutmaster signature required if treasurer is seeking reimbursement.