

Instructions:

1. Have a Troop 49 Leader sign THEN Troop 49 Scoutmaster sign BEFORE handing to Treasurer.
2. Provide your current address for reimbursement check to be sent to.
3. Fill out form completely for proper reimbursement and accounting.
4. Reimbursement check is to be cashed within 3 months of date on check. Otherwise, funds will be returned to Troop 49 account.

Reimbursement Information:

	Today's Date:	INDICATE EXPENSE CATEGORY(IES)			
Person Requesting Reimbursement:		Please Reimburse Out Of Scout Account: \$ _____			
Address (to send reimbursement):		\$	Eagle Court of Honor	\$	Merit Badges/Camp Fees
		\$	Eagle Project Costs	\$	Close Out Scout's Account
		Please Reimburse Out Of Troop General Fund: \$ _____			
PAY TO THE ORDER OF:		\$	Mileage	\$	Registration for: Camp _____
Scout's Name or Troop General Fund?		\$	Office Supplies, Admin	\$	Scout/Leader Training
Credit or Debit the Account?		\$	Fundraising Expenses	\$	Scout Recruiting/New Scout
Amount of Expense:		\$	Equipment (HA/General)	\$	Propane
Items Purchased:		\$	Camp Expenses/Food	\$	Other
		**All reimbursements require an original receipt attached to this form.			
	Further Instructions:				
Leader Signature: _____		Check #: _____ Check Amount: _____ Check Date: _____			
Scoutmaster (or second Leader Signature): _____		Expense Category: _____			