

PRINCETON TROOP 43

Expense Reimbursement Form

Name: _____

Address: _____

Tel: _____

E-Mail: _____

EXPENSE SCHEDULE

Purpose: _____

(Event/Project/Other)

Item #	Date	Description	Amount
<i>Total</i>			

Signature: _____

Date: _____

Instructions:

1. Please attach all supporting material including invoices and receipts to this form.
2. The form can be either handed in at the troop meetings or mailed/e-mailed to the treasurer.
3. All expenses above \$300 need pre-approval from Troop 43 Treasurer. All big ticket purchases need Troop Committee's pre-approval.
4. Please submit the expenses for reimbursement as soon as possible. Expenses incurred more than one year ago are not reimbursable.
5. If you would like to get the check by mail, please include a self-addressed, stamped envelope.
6. All CNJC scout store purchases for the Troop should be reported using this form. This applies to purchases made with the Troops' store credit also.
7. This form may be used for requesting refunds from the Troop.

The Troop reserves the right to accept or reject any expense claim in whole or part.

<i>For Troop Treasurer's Use Only</i>	
Approved:	
Check #	
Date:	
Amount:	