



BSA TROOP 134 Douglas

REIMBURSEMENT FORM

Name: _____ Date of Event: _____
Event: _____ Event Coordinator: _____
Event Location: _____

EXPENSES: PLEASE ATTACH RECEIPTS IF POSSIBLE!

- Supplies: \$ _____
Details: _____
- Food: \$ _____
Details: _____
- Equipment: \$ _____
Details: _____
- Other: \$ _____
Details: _____

- Mileage: Total Miles: _____ (x \$0.30) = \$ _____

Total Reimbursement: \$ _____ Signature: _____ Date: _____

Troop Reimbursement Policy: Troop 134 will reimburse out of pocket expenses incurred by Scouts, Leaders or adults for funds that were expended for the direct benefit of the unit provided that the expenditure is approved by general consensus of the troop leadership. Automobile fuel expenses may be reimbursed at the rate of 30 cents per mile for the total trip as long as the vehicle was utilized in the general transporting of registered scouts both to and from the event.

1. Vehicle must be used in the general transport of registered participants for a scouting event.
2. Reimbursement form must be completed and approved no later than 30 days after the event.
3. Total round trip mileage to and from the event must exceed 80 miles.

Reimbursement to: _____ Date: _____

Check #: _____ Approved. By: _____