BOY SCOUT TROOP 15 Expense Report Guidelines

1 Expense report must be completed for any disbursement of funds from the Troop 15 Treasury

2 Unsupported expense of greater than $20 requires the Troop Scoutmaster's signature

3 To validate your claim, please submit proof of transactions.
ALWAYS OBTAIN RECEIPTS, then attach them to your expense form when you turn it in.

4 Feel free to batch your expense claims, please subtotal expenses by event.

For Treasurer Use Only
Check number:
Amount: $
Check date:
Date Input - Date Sent

I am requesting (check one):

- **Reimbursement** ☐ of expenses incurred
- **Vendor Check** ☐ for a Troop 15 vendor
- **Advance Funds** ☐ for anticipated expenses (follow-up expense report required)
  For Advance, Date needed by:
- **Other** ☐ describe below _____

Check to be sent to:

Troop Member or Vendor

Street Address

City, State, Zip

Describe Event(s) & Expense Purpose	Receipt Amount(s)

If questions arise, contact me at:

phone # _____ email _____

*** Troop Scoutmaster signature required for:**
- unsupported reimbursements of > $20
- all check advances to individuals
- all direct payments to vendors

_____
Signature, Troop Scoutmaster - Troop 15

Receipt Total $ -

No Receipt * $ _____

Advance(d) to me * $ _____
(reflect previously advanced funds as negative number)

Payment direct to vendor * $ _____

Grand Total $ -

I provide that all expenses or advanced funds claimed are in support of the approved activities of BSA Troop 15 in Seattle, WA.
I understand that advanced funds must be supported by receipts, or be subject to reimbursement to the BSA Troop 15 treasury.

PRINT Name _____ Signature _____ Date _____

Note: ATTACH ALL ORIGINAL RECEIPTS