

# TROOP 317 EXPENSE FORM

REV May 2006

*Instructions: Complete the form and attach supporting receipts. Submit to treasurer within 30 days of expense. Expenses submitted after 30 days require Committee Chairman approval.*

NAME: \_\_\_\_\_  
(Print the name that should appear on the check)

ADDRESS: \_\_\_\_\_  
(Print the address to which the check should be mailed)

E-MAIL/TELEPHONE: \_\_\_\_\_

PURPOSE OF EXPENSE: \_\_\_\_\_  
(For grub master expenses, include the patrol name and number of Scouts. Total should be no more than \$10 - \$12/Scout.)

- Expense totals \$200 or less can be approved by the Troop Treasurer.
- Expense totals > \$200 but less than \$400 require Treasurer plus one Committee member' approval.
- Expense totals = > \$400 require Treasurer plus two Committee members' approval.

Date of Expense:	Purchased From:	Description	Amount

*Please itemize expenses. If there are more expense items than can fit on one form, then please submit multiple forms.*

Treasurer's Use Only: TOTAL EXPENDED \_\_\_\_\_

CHECK # \_\_\_\_\_

DATE: \_\_\_\_\_ Less any Advance (\_\_\_\_\_)

TOTAL Reimbursement Requested \_\_\_\_\_

Remarks: \_\_\_\_\_

***I certify that the above expenses are accurate and were for the benefit of Troop 317, not for personal use.***

Submitted by:

\_\_\_\_\_  
(Print Name – should be the same as the top of form)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Approved by:

\_\_\_\_\_  
(Treasurer)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Committee Member)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Committee Member)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)