

Trail Life Troop 317 Expense Reimbursement Request

After completing this form, print as PDF, then submit with supporting receipts to Troop Treasurer via email: "treasurer@troop317.com". Reimbursement requests submitted after 30 days of expense will require Committee Chairman approval. See additional requirements below in "Notes"

Name:	
Address:	
Email:	
Phone:	
Specific Purpose:	

• Purpose examples: "Campout Nov2023", "Grubmaster Nov2023", Consumables, Equipment, Supplies, If Grubmaster expenses; MAX \$14.00 per Attendee, include Notes for "Patrol Name, # of TrailMen, # of Adults".

Date	Vendor	Purpose	Amount	Notes
Less any Advance or direct Troop payments				
Total Net Reimbursement:			\$ -	
Select Payment Method:		Check-or-'Zelle'	<If electronic payment, enter account name>.	

^---Zelle is only electronic payment method available for now.

****By submitting this request, submitter certifies that above expenses are accurate for the benefit only of Troop 317, not for personal use.**

Treasurer:	
Approval 1:	
Approval 2:	

Notes

- Expense totals \$200 or less can be approved by the Troop Treasurer.
- Expense totals greater than \$200 but less than \$400 require Treasurer plus one Committee member' approval.
- Expense totals greater than \$400 require Treasurer plus two Committee members' approval.
- Receipts required for all expenses - credit or bank statements are acceptable as replacement.
- Grubmaster expenses must be no more than \$14.00 per Attendee (since January 2021)
- Do not include fuel and/or mileage expenses as Troop policy provides for separately calculated 'fuel allocation payments'.