

Troop 156 Expense Reimbursement Form

Name:				
Address:				
City:		State:		Zip:
Email:			Phone:	

Please check here if your address has recently changed.

FOOD REIMBURSEMENT GUIDELINES

The Troop Committee has set guidelines for food expenses as shown below.
For a typical weekend trip, the usual allowance is **\$15** per person.

Cracker Barrel (e.g. Friday night snack)	\$2 per person
Saturday Breakfast	\$3 per person
Saturday Lunch	\$3.50 per person
Saturday Dinner	\$4.50 per person
Sunday Light Breakfast before departure	\$2 per person

Date	# Scouts # Adults	A Detailed Description is Required E.g., Food, Equipment, Supplies, etc. Include Patrol's Name if Food Expense	Name of Event or Activity	\$ Amount (Attach Receipts)

Total Requested Reimbursement: \$ -

Please check here to make a tax-deductible donation to the Troop. A receipt will be issued for the Total Requested Reimbursement amount which can be used for tax purposes.

Please type, or print very clearly. Receipts MUST accompany this form. Auto mileage reimbursement is to be submitted by the Event Chairperson. Please do not combine personal and Troop purchases on the same receipt. Kindly use the Troop Sales Tax exemption letter whenever possible.

To avoid Sales Tax inform the cashier you have a tax exempt status before checking out. BSA Sales Tax Exemption: E9988-9676-03. The IRS form is available on the Troop web site or from the Treasurer.

You may Email, mail or hand deliver the completed form along with the receipts to the Troop's Treasurer. Please submit all requests for reimbursement **WITHIN 30 DAYS OF THE PURCHASE OR THE EVENT.**

Troop Treasurer:
John Desmond
1622 Brandon Road, Glenview, IL 60025
1.847.826.4012 (m)
john_desmond@msn.com

Treasurer's Use Only: Revised 11/22/13

Received:	
Paid:	
Amount:	
Bank Confirm Nbr:	
Reviewer:	