

# TROOP 7 REQUEST FOR REIMBURSEMENT

Please complete the form below to be reimbursed for purchases you have made for the Troop (food for campouts, gasoline, etc).

Reimbursement requests should be submitted within 30 days of the expenditure or event. Reimbursement requests must be submitted within 90 days or it is a charitable contribution on your individual tax return.

Save this .pdf attachment on your computer and print one off as needed or get one from the Treasurer.

Staple all receipts to this form, and submit it to the Treasurer.

Mail to:

Jim Scrivens  
1374 Jewett Street  
Ann Arbor, MI. 48104

-or- Deliver to the event leader or Scoutmaster

-or- Email with copies of receipts to [scrivens\\_jsn@sbcglobal.net](mailto:scrivens_jsn@sbcglobal.net)

You should receive a reimbursement check within a week.

Name: \_\_\_\_\_ Date of expense: \_\_\_\_\_  
(Who should check be made out to? Usually parent, not scout)

Event: \_\_\_\_\_  
(Required)

Food: \_\_\_\_\_ Amount: \_\_\_\_\_  
(Food purchases should be limited to \$10 per person per weekend. So if you are buying for a patrol of six scouts, limit your spending for the weekend to \$60)

Gas/Trans: \_\_\_\_\_ Amount: \_\_\_\_\_  
(We reimburse gasoline expenses for trips outside of the council area. So if you drive to Munhacker, you will not be reimbursed, but if you drive to Camp Chief Logan you will. Please start the trip with a full tank of gas. After returning from the trip, fill your tank as soon as possible and submit that receipt for reimbursement).

Eqpt: \_\_\_\_\_ Amount: \_\_\_\_\_  
(Equipment purchases should be approved by the scoutmaster and/or PLC before they are made)

Other: \_\_\_\_\_ Amount: \_\_\_\_\_  
(Should be approved by the scoutmaster and/or PLC before they are made)

Other: \_\_\_\_\_ Amount: \_\_\_\_\_  
(Should be approved by the scoutmaster and/or PLC before they are made)

Total: \_\_\_\_\_

Approved By: \_\_\_\_\_  
(Scoutmaster or other designated leader, if required)