

# Reimbursement Form

Boy Scout Troop 162  
Westover Baptist Church

Complete form and provide to Treasurer, along with all receipts. Form and receipts can be scanned and emailed to [woodsmichaelj@gmail.com](mailto:woodsmichaelj@gmail.com).

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please send reimbursement as (choose one option):

- Check Payable to (provide address): \_\_\_\_\_
- PayPal payment to (provide paypal address): \_\_\_\_\_
- Check held for pickup at next Troop meeting

Describe expense(s):

Purpose	Amount
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_____	_____
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_____	_____
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_____	_____
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_____	_____
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Total Amount to be reimbursed	_____
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Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

(Approved by Committee Chair, Scoutmaster, Assistant Scoutmaster or Committee member other than the Treasurer)

Treasurer approval and notes: \_\_\_\_\_