



Boy Scouts of America Troop 443 Expense Report Guidelines

1. Expense report must be completed for any disbursement of funds from Troop 443 Treasury
2. To validate your claim, Please submit proof of transactions.

Always obtain receipts, then attach to the expense report when you turn it in. Remember to keep copies for yourself.

For Treasurer Use Only

Date Received: _____

Check # _____

Amount: _____

Check Date: _____

Date sent: _____

Type of request

Vendor Check

Expense is for Scouter/Scouter: _____

I am requesting: (Please check one)

Reimbursement check of Expenses incurred

Reimbursement to Scout Account of Expenses incurred

Vendor check For Troop 443 Vendor

Advance Funds for anticipated expenses
(Budget is required to be turned in with the request)

Trip/Event that the advance funds are needed: _____

Date needed, for advance funds request only: _____

Check to be sent to: _____

Name of Vendor: _____

Street Address: _____

City, State Zip: _____

Contact Name: _____

Contact Phone#: _____

Contact E-mail: _____

Describe Event(s) and Expense purpose, Please print Clearly

Receipt Amount(s)

Troop 443 Committee Approval, Minimum of two signatures required :

Committee Chairman Signature: _____

Committee Chairman Printed Name: _____

Scoutmaster Signature: _____

Scoutmaster Printed Name: _____

Committee Member Signature: _____

Committee Member Printed Name: _____

Committee Member Signature: _____

Committee Member Printed Name: _____

Receipt(s) Total = _____

Advanced to me = _____
(Reflect previously distributed funds as a negative number)

Payment directly to vendor = _____
(Reflect previously distributed funds as a negative number)

Grand Total = _____

I provide that all expenses and /or advanced funds claimed are in support of the approved activities of BSA troop 443 of Elkton Maryland. I also understand that all expense reports must have all receipts attached to support the expense being submitted.

Printed name of submitter: _____ **Signature of submitter:** _____ **Date:** _____

Phone #: _____ E-Mail: _____