

## Troop 116 Expense Reimbursement Form

**Fill out all information below, attach receipts, and submit to Troop Treasurer at the next Troop Committee meeting.  
To ensure the expenses are reimbursed, obtain approval BEFORE making purchases!**

Name:	Phone Number:
Project:	Total Not to Exceed: \$
Pre-Approved by: cc	

Description (List items below, attach receipts)	Vendor	Cost
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>TROOP TREASURER USE BELOW:</b>	<b>TOTAL:</b>	<b>\$</b>
Date Received:	Date Reimbursed:	Check #:
Audited By:		

Notes: