



Request for Expense Reimbursement

Name _____

\$ _____ **Campout, activity, or summer camp expenses**
Please specify month of the activity: _____

\$ _____ Food
\$ _____ Supplies (if primarily used up on this outing)
\$ _____ Registration fees
\$ _____ Campground or housing fees, facility rental
\$ _____ Transportation
\$ _____ Other (please specify) _____

\$ _____ **Equipment (lifetime longer than one year, such as tents, stoves, etc.)**
Specify type of equipment: _____

\$ _____ **Supplies expected to last for more than one outing**
(inexpensive or short lifetime, such as rope, office supplies, etc.)

\$ _____ **Awards, badges, insignia**

\$ _____ **Fund raising expenses**
 Wreath sales
 Other, please specify: _____

\$ _____ **Clothing (such as T-shirts)**

\$ _____ **Copying or printing**

\$ _____ **Postage**

\$ _____ **Other (please specify):** _____

\$ _____ **Total**

Please give this form to the treasurer with
receipts for all expenses.

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