



BSA

Boy Scout Troop 278 Reimbursement Rules



RePaKeHa

Boy Scout Troop 278 makes reimbursements for money spent on a variety of approved Troop 278 functions and needs. In order to get proper reimbursement, please follow the rules outlined below. It not only makes the treasurer's job easier, but also gets your reimbursement check written sooner. Further reimbursement policy information may be found in the Troop 278 Handbook.

THE REIMBURSEMENT FORM MUST BE USED AND RECEIPTS MUST BE ATTACHED IN ORDER TO RECEIVE REIMBURSEMENT!

- Request for Reimbursement Forms can be printed out on the Troop website under Troop Documents or found in the Troop mailbox in the Woodland Church Office.
- Fill out the form completely with detailed information about the event and what was purchased.
- Indicate patrol name if reimbursement is for a patrol outing or for food purchased for a troop outing.
- Attach receipts and add up the total due.
- Get a signature from a Scout Leader or Scout Committee Chairperson.
- Turn your request in as soon as possible (preferably within a month).
- Do not subtract money owed to you from payments or other checks you are making out to Troop 278.
- Place request in the Troop 278 mailbox in the Woodland Church Office. The mailbox will be checked routinely.