



BSA Troop 934 – Winston-Salem, NC  
Expense Reimbursement and Check Request Form

Payable to:

Amount:

### Purpose

(Please specify the event or trip and the data for the expense)

☐ Cash Advance    ☐ Reimbursement    ☐ Patrol Supplies    ☐ Food

☐ Registration Fees    ☐ Deposit/Reservation Fees    ☐ Awards/Insignia

☐ Other

Please Note: All requests for reimbursement must be accompanied by original receipts.

Signature: \_\_\_\_\_

### Mail Check to:

Name:

Address:

City, State, Zip:

Turn in Receipts and this completed form to:      Troop 934 Treasurer

#### *Internal Accounting Use Only*

Category: \_\_\_\_\_

Check#: \_\_\_\_\_

Approved/Denied: \_\_\_\_\_

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