

Troop 564 Reimbursement Request

Please attach all receipts.

Requested Date: _____

Requested By: _____

Total Amount Requested: _____

Reason Items Purchased:

1. Camping and Outdoor Activities:

- Campsite fees
- Equipment rentals (tents, canoes, etc.)
- Food and supplies for campouts

Campout Date: _____

Campout Location: _____

2. Uniforms and Insignia:

- Scout uniforms (Class A and Class B)
- Patches and badges

3. Training and Education:

- Leader training courses
- Handbooks, Merit badge book, and related materials
- Scholarships

4. Event Fees:

- Registration fees for events like Jamborees, summer camps, and high adventure trips
- Transportation costs to and from events

5. Administrative Costs:

- Printing and copying for troop communications
- Postage for mailing newsletters or invitations
- Software/Subscriptions
- Other Office Supplies:

6. Awards and Recognition:

- Eagle Scout project materials
- Court of Honor supplies

7. Fundraising Expenses:

- Supplies for fundraising events (e.g., popcorn sales)
- Promotional materials
- King Sooper Cards - Reload or New

8. Camp Equipment:

- Tents and tarps or Repair of
- Cooking gear (stoves, pots, pans, etc)
- Sleeping bags and pads
- Propane / Charcoal / Firewood

9. Non-Camp Equipment:

- Meeting supplies (e.g., whiteboards, markers)
- Office supplies (e.g., paper, pens)
- First aid kits

10. Miscellaneous:

- First aid supplies
- Troop meeting supplies (e.g., craft materials, snacks)
- Other:

Reimbursed Date: _____

Reimbursed By: _____

Online Reimbursement (Zelle/Paypal)? Y / N

Check Number: _____

