

Instructions for submitting a Reimbursement/Distribution form.

Line 1 - Outing/Event/Account: Please fill in the name of the outing, the name of an event i.e. Good Neighbor Fest, Bike Outing, etc. or the name of account reimbursement or distribution should come from, if you do not know leave blank.

Patrol: If this involves a specific patrol, please indicate the patrol name.

Date of Invoice/Date of Outing: Indicate the date of the invoice being submitted or if an outing the end date of the outing.

Name of submitting person: Indicate your name, so I know who has submitted the form.

Date: Indicate the date you are submitting the form or date of invoice/ receipt.

Description: Indicate what receipts you are submitting, i.e. Copp's Grocery, Costco, etc. or the name of the company that is to be paid. As well as a description of what was purchased or the reason for the invoice. Such as groceries, Court of Honor expenses, training, purchase of supplies, etc.

Total for Activity: Indicate the total for each receipt that is being submitted after the description line.

Total Amount Due: Indicate the total amount for all receipts that are being submitted.

Name of Participants: Indicate the names of all participants who were involved in the outing or were part of the activity being invoiced.

Reimbursement payable to: The name of who should be paid or who the check should be made payable to, such as your name or a company name.

Address: If a check is being created the address the check should be sent to.

Reimbursement to be made by: Troop Account or Check. Indicate how payment should be made.

Our address appears on this form if you wish to submit the form and receipts by mail or they can be delivered to the Troop Treasurer.

BE SURE TO STAPLE RECEIPTS IN ORDER AS LISTED UNDER DESCRIPTION TO **BACK OF FORM.**