



EXPENSE REIMBURSEMENT FORM

If you have any receipts for reimbursement, please complete this form and TAPE original receipts to the back. When complete, please have your Scout hand the completed form in to Mr. Rogers or any Assistant Scout Leader at the Monday meetings. If you prefer, you may send the form and attached receipts to:

Matthew McPhee,
28 Crescent Rd,
Winchester, MA 01890

Name of Scout/Leader:
Date of Request:
Trip or Project Name:
Expense Description:
Date of Expenses:
Total For Reimbursement:
Check Payable to:

If I am at the Monday meetings I can often write a check at that time. To speed up reimbursement you may prefer an online check. This will require the following information (please fill out ALL fields);

Payable To:
Mailing Address:
Phone # :
Email:

(or best way to contact you in case of questions)

Online checks will arrive within 5 -10 business days. The envelope is white it says "Online Resources" in the return address. You have 90 days to cash will deposit the check. Should you require immediate reimbursement or have any questions about what is reimbursable please contact me at matthew_mcphee@mac.com

