



**EXPENSE REIMBURSEMENT FORM**

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

Troop 507 Treasurer,  
28 Crescent Rd,  
Winchester, MA 01890

Name of Scout/Leader:	
Date of Request:	
Trip or Project Name:	
Total For Reimbursement:	
Check Payable to:	
Expense Description:	
<b>Grubmasters</b>	What Patrol?
<b>Please</b>	Number of meals?
<b>Complete:</b>	Number you cooked for?
What was the cost per scout per meal?	
<i>(Troop will reimburse up to \$4 per scout per meal)</i>	

If reimbursed by mail:	
Address:	
Phone # :	
Email:	