

**Boy Scout Troop 66
Bartlett, Illinois
Reimbursement Request**

Explain reason for reimbursement:

Amount \$ _____

Requestor Signature _____ Date _____

1st Approver Signature _____ Date _____

2nd Approver Signature _____ Date _____

Authorized Approvers: Committee Chair, Scoutmaster, Advancement Chair, Secretary, Equipment Coord.

Reimbursements over \$500 require 2 signatures, less than \$500 1 signature.

Receipt or Invoice MUST accompany request for reimbursement

Treasurer Record:

Paid by Check # _____ on ____/____/____

Expense Category _____