

BSA Troop 5B / Troop 5G / Crew 5 Expense Reimbursement Form

NOTE: All expenses must be submitted within 60 days of an event to qualify for reimbursement

Equipment/Activity Expenses (Please itemize by category – see list on next line)

Categories: Equipment / Court of Honor /Pancake Breakfast / Meeting / PLC / BSA Fees / Trek Expense / Recruiting / Misc

| Item Description/Activity | Group (T5/T5G/Crew) | Amount |
|---------------------------|---------------------|----------|
| _____ | _____ | \$ _____ |
| _____ | _____ | \$ _____ |
| _____ | _____ | \$ _____ |
| _____ | _____ | \$ _____ |
| _____ | _____ | \$ _____ |

Camping Expense (if applicable)

Date of Campout: _____ Campout Location: _____

Group (Troop 5B, Troop 5G, Crew): _____

NOTE: Maximum Troop food allocation is \$20 per scout (assumes a 2-night campout). Troop does not reimburse for soda or junk food (chips, candy, etc).

Friday hot dogs for _____ (# of Friday campers) (Maximum \$4 per person): \$ _____

Scout food for _____ (# of scouts) scouts (Maximum \$20 per scout): \$ _____

Adult food for _____ (# of adults) (Maximum \$25 per adult): \$ _____

Campsite and related camping fees: \$ _____

Driver reimbursement & related (\$0.14 per mile + \$20 if towing the trailer): \$ _____
(\$0.14 is the reimbursement rate set by the IRS for non-profits)

Total Expenses \$ _____

Issue reimbursement check to: _____

Street Address: _____

Please attach all receipts (clear copies or PDF are acceptable) to this form and submit to:

John F. Phelan
711 Oak Street, #108
Winnetka, IL 60093

OR Email: troop5treasurer@gmail.com