BOY SCOUT TROOP 502 Expense Report Guidelines			For Treasurer Use Only Check Number:
1 Expense report must be completed for any disbursement of funds from the Troop 502 Treasury			
2 Unsupported expense of greater than \$20 requires the Troop Scout Master's signature			Amount: د
			<u></u>
<b>3</b> To validate your claim, please submit proof of transactions.			
ALWAYS OBTAIN RECEIPTS, then attach them to your expense form when you turn it in.			
<b>4</b> Feel free to batch your expense claims, please subtotal expenses by event.			Date Input - Date Sent
I am requesting (check one):		Check to be sent to:	
Reimbursement	of expenses incurred		
Vendor Check	for a Troop 502 vendor	<b>→</b>	
Vender eneek		Troop Mem	ber or Vendor
Advance Funds	for anticipated expenses	·	
	(follow-up expense report required)	$\rightarrow$	
For Advance, Date needed by:		Street Addr	ess
Other	describe below	~	
Other	City, Stat		Zip
Describe Event(s) & Expense Purpose (You may attach the separate sheet if there are too many items.)			
Description			Amount
If questions arise, contact me at:		(+) Re	ceipt Total <u></u> -
(213)675-4328	troop502treasurer@gmail.com	(1)	Dessint
phone #	email	(+) No	Receipt *
*Troop Scout Master's signature required for: -unsupported reimbursements of > \$20		(-) Advance	ed Amount
-all check advances to individual		() , availed	
-all direct payments to vendors		(-)Payment direct t	o vendor *
X		Reimbursemer	nt Request <u>\$</u> -
Signature, Troop 502 Scout Maste	er		

I provide that all expenses or advanced funds claimed are in support of the approved activities of Troop 502. I understand that advanced funds must be supported by receipts, or be subject to reimbursement of the Troop 502 treasury.