

Troop 52Boy Reimbursement Authorization Form

Indicate the Amount of Reimbursement and the Approved Expense Category

\$ _____ Troop-Wide Campsite Fee

\$ _____ Scout Insignia

\$ _____ Special Recognition

\$ _____ Troop Camping Gear

\$ _____ Troop Expendable Supplies

\$ _____ Troop Uniform

\$ _____ Scholarship

\$ _____ **TOTAL**

Payee Information

Name:	
Cell:	Email:

Description/Reason for disbursement and attach receipts and documentation

Scoutmaster Approval Required

Signature:
Date:

Treasurer Use

Date Paid:	Check No:
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Important Policy Guidelines: Troop 52 operates with fiscal responsibility to maintain a solvent and robust scout program for years to come.

The Treasurer shall issue a reimbursement check only after receiving a completed reimbursement form signed by the Scoutmaster or other person designated by the Troop Committee, provided the expense is specifically approved by the Troop Committee and receipts or other documentation is included.

Since Troop reimbursements will only be issued with the Scoutmaster's approval, it is the standard practice to seek prior approval from the Scoutmaster before a purchase is made or a deposit is paid.

Irregular disbursements require the prior approval of the Troop Committee. If approval is received, the Troop Committee Chairman will submit the item to the Treasurer for payment using the Reimbursement Authorization Form and attach a confirmation of the approval.

Approved Troop expenses:

- Troop campsite fees: up to \$100 for a campsite or \$180 for a lodge if cold weather camping.
- Scout insignia: including rank, merit badges, blue cards, and position patches
- Special recognitions: Such as Exemplary Service gifts
- Troop camping gear: includes cooking and camping equipment such as stoves and tents as well as crew gear for high adventure camping like lightweight tent stakes.
- Troop expendable supplies: such as propane
- Troop Uniform expenses: includes Class B t-shirts, neckerchiefs & slides, and WCC patches which are purchased for inventory and sold to families at the cost
- Scholarship payments: If a leader covers payment for a scout who has been approved for a camping scholarship

Non-reimbursed expenses include:

- Troop campout food and activity expenses like range fees
- Patrol campouts which are completely paid for by participants including campsite fees, supplies, activities, and food.
- High Adventure expenses including youth and adult camper fees, food, expendable supplies, and travel expenses
- Leaders customarily pay for their own training including Wilderness first aid, CPR, IOLS, and Range Master training to name a few.
- Court of Honor refreshments are donated by families of designated patrols.
- Eagle Court of Honor ceremonies are the responsibility of the participants

05/18/23