

BSA Troop 29 Reimbursement Request

**Receipts need to be turned in within 30 days of expense**

Complete submitted by & Event

Give description of expense & patrol name

Do you want credit or a check?

If you want credit, should we credit your account or your scout's account?

Enter Quick Book's Acct

Submitted By: \_\_\_\_\_  
Please Print

Date: \_\_\_\_\_

Event Name : \_\_\_\_\_  
Please Print

Event Date: \_\_\_\_\_

Name of person to receive credit or check

Last Name	First Name	Description	Patrol	Troop	Patrol Name	Expense Code	Amount	credit acct	check	Check #

<b>Codes:</b>	<b>Quick Book Acct</b>	<b>Class (usually Activity)</b>
Grub	201	
Travel	203	
Site/Camp Fees	204	
Activity Expense	205	
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<b>Administrative Codes</b>		
Awards	101	Admin
Chartering	102	Admin
Training	110	Admin /Activity