

# Reimbursement Policy

1. Full name(s) on all original receipt(s) and the name and date of the event (camping at Forty Acres, Court of Honor etc) no modifications to receipts,
2. Only Troop related expenses will be reimbursed
3. Receipts must be present for payment; surrendered for reimbursement
4. Correct amount must be noted on the receipt (hi-lighted /circled)
5. Request for payment must be timely, within 30 days
6. Reimbursement checks should be cashed timely, within 30 days
7. The amount must be equal to or less than the amount budgeted for the outing/event. Additional expenses must be approved by at least three committee members
8. All incoming checks must be made payable to "Troop 56 BSA"
9. Please remember to ask for receipts especially fuel and tolls. A cancelled check or credit card receipt referencing the event is acceptable.

STAPLE RECEIPT HERE	EVENT NAME