

Name _____ Date _____

Address _____ E-Mail or Phone _____

<input type="checkbox"/> Troop 20 Treasury		<input type="checkbox"/> High Adventure	
Code	Description	Code	Description
1	Camping	A	Airfare
2	Equipment	O	Outfitter Expense
3	Court of Honor	L	Lodging—Motel, Trail Hut
4	Administration	F	Food for Trail or Kitchen
5	Troop Van—Gas, Maintenance	R	Restaurant Meals
6	Other Travel Expenses	C	Car Rental, Gasoline, Tolls
7	Summer Camp	E	Equipment
8	Christmas Tree Sale	T	Train or Bus Tickets
9	Babcock Grants	M	Miscellaneous
10	Adult High Adventure Subsidy	M1	Training Expenses
11	Donation	M2	Books, Maps, Permits
12	BSA Expense	M3	Photographs, Awards
13	Other	M4	T-Shirts

Instructions.

1. For Treasury expenses, check the Troop 20 Treasury box. Deliver this form plus receipts to the Treasurer.
2. For High Adventure expenses, check that box and write in the name of the trip. Deliver this form plus receipts to the High Adventure Chair.
3. If payment is to be made to a third party, check the box below and enter your instructions.
4. Please include receipts whenever possible. If you have no receipt, write an explanation on a separate piece of paper.
5. Number each receipt in the upper right corner and then write that number in the Receipt column for that expense.
6. Add up the expenses to be reimbursed and write this sum on the Total line.
7. Sign at the bottom. An Approval signature is usually not necessary.

Date	Description of Expense	Code	Amount	Receipt
Total				

Payment to Third Party? _____

Your Signature _____ Approval _____

* * * * *

Accounting Section

Check # _____ Date Paid _____ Amount _____ Initials _____