

Approval

Please request approval for expenses that are outside normal trip operations by sending an email to scoutmaster@bsa-ncac-troop291.org .

Submitting Receipts

Email a digital copy of your receipt(s) to treasurer@bsa-ncac-troop291.org .

Guidelines:

- In the email, include the total cost and a brief explanation of the expense
- Include receipts as attachments to email
- If submitting a grubmaster receipt, include a digital copy of the meal-planning form with your reimbursement request.
- Submit trip or event receipts within one month of the trip or event
- Recurring costs should be submitted within a month after each quarter for that quarter's expenses
- Request Scoutbucks at any time once your scout has accumulated the costs through trips.

Treasurer will reply with reimbursement or questions within 2 weeks from receiving the email.

Reimbursement

Reimbursement checks will be available at the weekly Troop meetings.