

## BSA Troop 101 (Rochester Hills, Michigan) Expense Reimbursement Request

NAME		CURRENCY	Trip Location						WEEK Ending (M-S)		
		US Dollars							<b>March 1, 2009</b>		
Description of the trip (Name of trip and location)											
<b>TRAVEL</b>		DATE	02/23/09	24-Feb-09	25-Feb-09	26-Feb-09	27-Feb-09	28-Feb-09	1-Mar-09	<b>MILEAGE</b>	
		Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
	TRAVEL Destinations	FROM (Location)									
		TO (Location)									
	<i>Personal Auto Mileage (reference only)</i>									-	
<b>TRAVEL EXPENSE</b>	<b>MEALS</b>	Breakfast								\$ -	
		Lunch								-	
		Dinner								-	
		Other								-	
		<b>TOTAL Food</b>	<b>Sub-Total Food</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>LODGING</b>	Campsite/ other									\$ -
		<b>Automobile Expenses</b>	Gas								-
			Gas								-
			Gas								-
			Parking								-
Other									-		
	<b>Sub-Total Auto/Lodging</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>OTHER EXPENSES</b> <small>(including patrol food, etc..)</small>	Description										
										\$ -	
										-	
										-	
										-	
										-	
										-	
	<b>TOTAL NON-TRAVEL EXPENSES</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
		<b>TOTAL EXPENSES SUBMITTED:</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>TRUE</b>	
<b>Please staple expense receipts to back of this form</b>											
<b>SOURCE: FOREIGN CURRENCY EXCHANGE RATE (Use "Yahoo Finance")</b>						<b>Submitter's Comments if required:</b>					
Exchange Rate used = _____ to \$1.00 USD											
<small>To the best of my knowledge and belief, all information contained on this report is correct, the amounts are based on actual expenses incurred, they have been spent in the best interest of the troop and are consistent with Boy Scouts of America and Troop 101 (Rochester Hills, Michigan) policy.</small>											
<b>Person Submitting</b>											
Signature _____ Printed Name _____											
<b>APPROVAL (Scoutmaster, Asst. Scoutmaster or Committee Chair)</b>						<b>Approver's Comments if required:</b>					
Signature _____ Printed Name _____											
						<b>Balance Due BSA Troop 101 Participant</b>		\$ -			
						Paid (Check Number): _____					