

# TROOP 156 EXPENSE REPORT

Name \_\_\_\_\_ Date \_\_\_\_\_

Mail to: \_\_\_\_\_

Phone: \_\_\_\_\_

## FOOD REIMBURSEMENT GUIDELINES

The Troop Committee has set guidelines for food expenses as shown in the table below.

For a typical weekend trip, the usual allowance is **\$15** per person.

The allowance for each meal is:

- Cracker Barrel (CB) (snack Friday night) \$2 per person**
- Saturday Breakfast \$3 per person**
- Lunch \$3.50 per person**
- Supper \$4.50 per person**
- Light Breakfast before departure \$2 per person**

DATE	# PEOPLE	DESCRIPTION (EG, FOOD, EQUIPMENT)	EVENT OR ACCOUNT (EG, COMMANDO, ADVANCEMENT)	AMOUNT

TOTAL REQUESTED REIMBURSEMENT: \_\_\_\_\_

**YOU MUST INCLUDE RECEIPTS WITH THIS FORM, TO BE REIMBURSED.**

**BSA IL SALES TAX EXEMPTION: E9988-9676-03. TELL CASHIER YOU HAVE TAX EXEMPT STATUS BEFORE YOU CHECK OUT.**

**Mail to Troop Treasurer WITHIN 30 DAYS OF EVENT OR PURCHASE:**

Pat Lawrence 1716 Maplewood Lane, Glenview, IL 60025

Ph: 847-998-6496