



# Reimbursement or Debit Charge Form

Use this form to submit expenses for reimbursements or charges to the Troop debit card. Fill out the form below completely. All receipts should be attached to the form and submitted to the Treasurer or scan form and receipts and email to TreasurerMO2215@gmail.com.

Date:	
Budget Category:	
Expense Type:	<input type="radio"/> Reimbursement <input type="radio"/> Debit Charge <input type="radio"/> Pay Vendor
Submitted by (name):	
Your Phone Number:	
Your Email Address:	
Send Check to (name):	
Address:	
City/State/Zip:	

Business Name/Description of Purchase for Each Receipt	Amount
Total	

Treasurer Use Only					
Check Number or Debit Charge		Total Amount		Date	