



**Boy Scout Troop 63 - Hamilton, New Jersey
Mercer Area District
Expense Reimbursement Form**



Instructions:

1. Complete this form.
2. Attach receipts, highlighting relevant reimbursement items and verifying that the amount matches the total requested on this form. Please ensure that you have not included sales tax.
3. Mail this form to Troop Treasurer:
Susan Mellan
8 Fern Court
Hamilton Square, NJ 08690
or drop off at St. Mark's Church during a troop meeting.

Date: _____

Make check payable to: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Purpose of expenditure: _____

Description of Expenses	Amount
Total	\$

For Treasurer Use:

Amount: _____

Check #: _____

Date Sent: _____

Approved by: _____