

BSA Troop 39

Mattituck, NY

Travel Reimbursement Form

Check #:
Date:
Amt:
Given to:

DEADLINE STRICTLY ENFORCED:

This Form along with original receipts for fees/fuel must be submitted to the Committee Treasurer within **TWO WEEKS** following the outing to receive reimbursement.

Date: _____

Name: _____

Address: _____

Trip Name: _____

Trip Dates: _____

Toll	
Toll	
Toll	
Toll	
Fuel	
Fuel	
Fuel	
Fuel	
Total	

Trip Mileage: _____

\$ Amount: _____

- To receive reimbursement for fees (tolls, parking, other), receipts must be provided.
- To receive reimbursement for fuel, all original receipts must be provided. Original receipts include (1) tare receipt (fill up just prior to start of trip), (2) all receipts during the trip, and (3) receipt for fill up immediately following return from the trip.
- If no receipts, fuel reimbursement will be determined by the following formula:

$$\text{Avg. gas price} \times \text{round-trip mileage} \times 0.08 \text{ (8\%)}$$
Mileage and gas price determined by Treasurer per Troop 39 Travel Reimbursement Policy.