



AHG TROOP SC0490 Reimbursement Procedure

Please follow this procedure if you expect reimbursement for funds spent as part of the American Heritage Girls program.

1. Get approval for the purpose and amount of expense
2. Make purchase and keep paper receipt
 - a. Try to keep only AHG expenses on receipt if possible
 - b. If additional expenses are on receipt break them out and explain on receipt or separate page.
3. Fill out SC0490_Reimbursement_Form (2nd page of this document)
4. Attach original or copy of receipt to reimbursement form and submit to AHG Treasurer or Troop Coordinator.
5. Reimbursement will be provided by check to the name on the form



**AHG TROOP SC0490
Reimbursement Form**

ACCOUNT DESCRIPTION	AMOUNT
TOTAL	

Reason for Expense _____

Was this a budgeted expense? Yes or No

If yes, what expense category should be charged? _____

____ Pay directly to vendor

Vendor Name: _____

Vendor Address: _____

____ Reimburse Name: _____

Address: _____

Submitted by: _____

Please attach any receipts.

Check # and date written: _____

Date entered into accounting system: _____