

Troop 1128 Expense Reimbursement Policy

Revised 5/4/2025

Expenses incurred in the normal course of troop operations by ASMs, other adult volunteers, and Scout families are eligible for reimbursement in accordance with this policy. This includes payments for services, equipment, and supplies acquired for troop purposes. The Troop Treasurer is responsible to pay these expenses from troop funds as set forth in the troop annual budget or by authorization from the Troop Committee.

Expenses are generally considered reimbursable, with the following limitations:

1. Expenses must be included in the approved annual budget, or be authorized by the Troop Committee. Amounts over budget up to \$100 or 10% of an approved budget line item are payable at the discretion of the Troop Treasurer. Other amounts over budget must be authorized by the Troop Committee. Expenses authorized by the Committee must be documented in the minutes for the Troop Committee meeting where they were approved.
2. Expenses relating to a camping trip or other event must be included in the budget for that event, and the event budget must be approved by the Troop Treasurer prior to the event. This includes all event related expenses, including travel reimbursements.
3. All expenses must be submitted within 14 days after the purchase, or 14 days after the end of the event, whichever occurs later.
4. The program year ends each year on August 31. All expenses for a given program year must be submitted by August 20.

Use of Personal Vehicles

Adult volunteers may be reimbursed for personal use of their vehicles on troop outings that have an approved event budget with an allowance for vehicle reimbursement. Personal use of vehicles in other circumstances is not reimbursable. Personal vehicle use reimbursement is based on actual mileage incurred times the prevailing IRS charitable mileage rate.

Reimbursement Request Procedure

Submit reimbursement requests using the expense report form available online at <https://www.troop1128.org/ExpenseReport>. Expense reports must include receipts and a detailed description of the expense. All reimbursements will be made electronically. Reimbursements by check will be made on an exception only basis.

Direct Payment of Expenses

When feasible, the direct payment of expenses by the troop to vendors is available by check or credit card. To arrange for a direct payment, please contact the Troop Treasurer at treasurer@troop1128.org.