

Scouts Canada – 1st West Vancouver

Expense Reimbursement Policy & Procedure

In order to be reimbursed for expenses incurred pursuant to your Scouting activities, the following steps must be taken.

- The expense must be approved by the Group Committee. Although not a requirement, this approval should be in writing.
- Receipts must be provided.
- The request for reimbursement must be made on the appropriate form...
- If the expense is directly related to a specific event, then the **Event Report** must be used.
- For an **Event Report**, the Event Leader should submit one Event Report for that event. (Disbursements can be made to multiple recipients.)
- Do not use participant funds to reimburse yourself (or anyone else) for event expenses.
- If the expense is of a general nature, and NOT related to a specific event, then the **Expense Report** must be used.
- These forms can be found on the web site, under General Forms.
- Cheques from parents should be made payable to: “**1st West Vancouver Scouts**”

Helpful Tips

The following tips will help your friendly treasurer process your reimbursement request efficiently...

- Fill in the form completely. If I have to guess what you intended, your form probably goes to the bottom of the pile. (*OK, it definitely goes to the bottom*)
- Make sure the receipts are attached.
- Please don't include the Transaction Record... just the receipt.
- If your receipt includes personal items, not being reimbursed, it will probably confuse me and end up at the bottom of the pile. Ask the cashier to complete your purchase in two transactions, then the receipt you give me will match the reimbursement request.
- If you collected coins during your event, please don't dump them in a bag. Please use the correct coin roll paper and roll them up properly.