

# NOVATO GIRL SCOUT DAY CAMP 2019

## Expense Reimbursement Form

\*\* Please make sure you staple all receipts to this form\*\*

**PROGRAM**

ANTS Program	
Contract Hire	
Equipment Purchased/Rental	
Photography	
Service Project	
Staff Gifts - Adult	
Staff Gifts - PAS	
Other _____	

**SUPPLIES**

Crafts	
Health Supplies	
Lanyards	
Patches	
T-Shirts	
Overnight Supplies	
Unit-Box Supplies	
Workshop Supplies	
Other _____	

**SITE COSTS**

Insurance	
Site & Parking	
Other _____	

**OPERATING COSTS**

Office Supplies	
Postage	
Printing	
Telephone	
Other _____	
Other _____	

**FOOD**

All Camp Friday Lunch	
Food, Beverages, Ice	
Overnight Food	
Other _____	

**Total Amount Requested:**                     

Additional Notes for Reimbursement: \_\_\_\_\_  
 \_\_\_\_\_

**Payee:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please mail this form and all receipts to:  
 Giulietta Camden  
 1124 Olive Avenue  
 Novato, CA 94945  
 giuliettacampen@gmail.com

**Note: Any expenses over \$500 MUST have prior authorization from the Camp Director or Administrator or they may not be reimbursed.**

**NOTES (Accounting Only)**      **Date:** \_\_\_\_\_      **Check #:** \_\_\_\_\_      **Paid: \$** \_\_\_\_\_