

Girl Scout DIAMOND CREST Service Unit 390

Volunteer Reimbursement Form

Name of Event: _____ Date of Event: _____

Person being reimbursed:

Name: _____ Troop: _____

Address: _____

Telephone: _____ email _____

Item/store purchased from	Amount
Total amount reimbursed	

Approved by (event chair): _____

(All reimbursements must be approved by the person in charge of the event, prior to sending to the service unit treasurer).

Original receipt must be attached!

Requests for reimbursements should be mailed to the Diamond Crest Service Unit Treasurer. For events, the event coordinator should mail all committee reimbursement forms together. Please submit your request in a timely manner (about a week after the event). The Treasurer will mail the reimbursement to the address listed above.

See *Members Only* area for Treasurer contact and mailing information.