Girl Scouts of Western Washington

Request for Volunteer Expense Reimbursement

Girl Scouts of Western Washington encourages volunteers to keep receipts and records to support allowable deduction of volunteer related expenses from their Federal Income Tax.

However, in the case of an expense that would otherwise prevent a volunteer from performing a required service, reimbursement may be requested for that expense from Girl Scouts of Western Washington. Reimbursement requests should be submitted to the Council at the earliest opportunity after the expense has been incurred.

Date	Explanation of Charge	Actual Cost	Amount Requested	Receipt Attached (Yes/No)

Position: _____

Signature: _____

Address: _____

City: _____

Zip: _____

Phone #: _____

Approved By: _____
Name

Authorized By: _____
GSWW Staff Member

GSWW Use Only	
Summary	
Account #	Amount

Girl Scouts.