**Troop 89, The Woodlands, Texas**

**Summer/Winter Camp and High Adventure Expenses & Reimbursement**

* The cost of transportation is included in the costs/fees collected by the troop in advance of a major event.
* All scouts are charged the same amount.
* No scout may attend an event unless all costs/fees are paid in advance.
* Reimbursement. Expense forms and receipts for reimbursement must be received by the troop Treasurer within **45 days** after an event to be eligible for reimbursement.
* Cost Estimate: The adult leader of the event will determine a best estimate of the total cost of the event, including transportation, camp fees, meals, and extras, and inform the troop treasurer of the amount.
* Payments: Once a scout/adult has signed up for the event, the troop treasurer will begin deducting monthly amounts from their Scout Account sufficient to cover the estimated cost of all event-related activities.
* Costs for drop from event: If a non-refundable deposit or interim payments are made by the troop based on the number of individuals signed-up for an event, no refunds for those pre-paid amounts will be given to scouts/adults who drop out thereafter. [Individuals may trade out names on a sign-up list.] It is the responsibility of each scout and adult signed up for an event to remove his name from the sign-up list as soon as possible to avoid these non-attendance costs.
* If transportation requires a troop-driven vehicle rental, two adult drivers in each rental vehicle are exempt from the cost of the rental expenses. Adults choosing to drive themselves are not charged transportation fees, but are not reimbursed their expenses and scouts riding with them still pay their equal share of total troop transportation costs. Adults choosing to ride with the troop pay the same portion of transportation costs as do the scouts. [All adults attending an event may decide among themselves how to cover the transportation costs of non-driving adults. This cost breakout must be included in the reimbursement request.]
* Multiple drivers, please submit **one** Expense Form for the total vehicle/driver expenses of all drivers and include a complete list of scouts and adults and the amount each is to be charged and/or reimbursed.
* If the camp offers a fee credit, such as two adult leaders free at summer camp, all adults attending camp share equally in that benefit. No adult attends free. I.e. ten leaders attend camp, the camp does not charge for the first two adults, then the cost of the eight paid adults is split equally among the ten adults. Accounting is handled as a credit after the event.