

**Cub Scout Pack 29
Reimbursement Request Form**

Pack 29 fund raises to support the activities of our scouts. Adults who spend money on behalf the Pack 29 program are encouraged to submit a reimbursement request to the unit in order to be repaid.

Note that all expenditures need prior approval of the Pack Committee, or from a Key-3 member (Cubmaster, Committee Chair, Charter Organization Rep) in order to be considered valid pack expenses. Verbal prior confirmation/direction is sufficient.

We require that original receipts accompany all requests and that requests for reimbursements are made within 30 days of their occurrence. Requests submitted after 30 days will require authorization by the Pack Committee Chair and will not be honored otherwise.

Thank You,

Pack 29 Treasurer

**Cub Scout Pack 29
Reimbursement Request Form**

Name: _____

Pack Activity / Event: _____ Amount: _____

Reason for Expenditure: _____

Check Payable to: _____

Please Attach original Receipt, contract, invoice or other source document.

Completed by Treasurer:

Check #: _____

Reconciled to Bank Statement _____

Issue Date: _____

Budget Code: _____