



Pack 3371 Direct Expense / Reimbursement Form

Please attach receipt(s) here. Reimbursement will not be processed without receipt(s).

Funds Payable to: _____

Requested by: _____

Position: _____

Date Submitted: _____

Select One: Den Activity
Pack Activity
Other Activity: _____

Direct Expense or Reimbursement Requested \$ _____ Date of Activity: _____

Describe the Activity:

Number of people attending or participating: _____

As of July 24, 2005, all Leaders and Committee Members are required to submit this form to request reimbursement for expenses incurred for all functions, activities and other events for Pack 3371. Any expenses in excess of \$25.00 must be approved by the Pack 3371 Committee before compensating funds are released. Total expenses that are \$25.00 or less may be directly reimbursed by the Treasurer and Committee Chairperson / Cubmaster without prior approval from the Committee.

This section is to be completed by the Pack Committee:

Approved Declined

Amount reimbursed: \$ _____ Check #: _____

Approved by:

Treasurer: _____

Committee Chair: _____

Cubmaster: _____

Two signatures required for approval. Direct expenses are paid to third party outside of unit.