



San Marino Pack 354 Expense Reimbursement Guidelines

Cub Scouting is a unique program that focuses on serving our youth through resources and leadership. Pack 354 Executive Committee supports and encourages our leadership team to provide enriching programs to our Cub Scouts within the guidelines and parameters set forth by the Boy Scouts of America. To this end, each Den in Pack 354 will be provided an annual allowance/budget (as described below) per cub scout to support the activities of the Den. The annual allowance will be reviewed for each Cub Scouting year and modified by Pack 354 Executive Committee if or as needed.

A. Den Budget

1. Each Den will receive an annual budget of \$25 **per** cub scout for the 2023-2024 scouting year. By way of example, a Den with 10 cub scouts will have a total annual budget of \$250 for the 2023-2024 scouting year. To access the budget, expenses need to be first incurred with reimbursement(s) made pursuant to the procedures set forth in Section B below.
2. This \$25/cub scout allowance may be used for and/or to support Den scouting activities as determined by the Den leader(s), subject to applicable BSA guidelines and parameters (if any). Expenses for scouting achievements and awards, such as badges, loops, pins and arrows, will be **separately** reimbursed by the Pack and will not consume this annual, per cub scout allowance.
3. Any expenditure incurred by a Den that **exceeds** the aggregate annual budget for that Den **may not be** reimbursed, in whole or in part, unless approved by Pack 354's Executive Committee (i.e. Scoutmaster(s), Committee Chair(s) and Treasurer).

B. Reimbursement Request Procedures

1. All requests for reimbursement are to be submitted by the Den leader and be made to the Pack Treasurer, Alice Tong (preslietong1@gmail.com).
2. Den leaders are responsible for allocating and keeping track of the Den's annual budget and submitting reimbursement requests on behalf of their Den. Please **do not** have a parent in the Den who is not the Den leader submit for reimbursement.
3. All requests for reimbursements must be via Pack 354's [Expense Reimbursement Form available on the Pack's website](#), which needs to be properly completed and include receipt(s) evidencing the expenses incurred.
4. Each request for expense reimbursement must be submitted within 30 days from the date on which the expense was incurred. This will help us keep and maintain the Pack's books and records current. Reimbursement requests submitted after the 30-day time frame may not be reimbursed, in whole or in part, unless approved by Pack 354's Executive Committee.