

Pack 838 Cub Scouts Expense Reimbursement Form

Name:			
Address:			
Phone:		Email:	

Please use this form for all Cub Scout expense reimbursements. Be sure to list all expenses below including the vendor name and expense description. Remember to attach all receipts to this form (required for payment). Please enter a cost code (see cost codes below) so we can accurately track expenses. If you do not wish to be reimbursed, please make two entries, one for the cost and a second, negative amount, stating you are donating. If you do not see a cost code that fits, ask the treasurer, Committee Chair, or Cubmaster.

Expenses to be Considered for Reimbursement:

Date	Vendor Name/Expense Description	Expense	Cost Code
Total Reimbursement \$			

I certify that all expenses listed above were incurred for the benefit of the Cub Scouts and I am requesting to be reimbursed for these expenses.

Signature

Date

Eligible Cost Codes:

ADVANCEMENT	Slides, Neckerchiefs, Handbooks	BG	Bridging / Blue and Gold	BADGES	Pins, beltloops, badges
BSA	Expenses from Council or BSA	RECHARTER	Rechartering expenses	CAMPING	Camping expenses
AOL	AoL den expenses	WEBELO	Webelos den expenses	BEAR	Bears den expenses
WOLF	Wolf den expenses	TIGER	Tigers den expenses	LION	Lions den expenses
DONATION	Donations made	PICNIC	End-of-year picnic	FACILITY	Facility use fee
FISHING	Fishing derby	KLONDIKE	Klondike derby cost	PACK	Pack meeting supplies
PINEWOOD	Pinewood derby expenses	CAMPFIRE	Campfire costs	REGATTA	Raingutter regatta costs
RECRUIT	Recruiting expenses	GAGA	Gaga ball expenses		

<u>Treasurer's Use Below</u>					
Date of receipt	Date of disbursement	Check No.	Mailed	Hand delivered	
Additional Accounting Info.					
Treasurer's Ini.					