

**Expense Authorization Request**

*Instructions: Complete this section of the form and get it signed by the Committee Chair, or if unavailable, the Cub Master, before incurring expense on behalf of the Pack.*

I am requesting authorization to spend up to \$\_\_\_\_\_ from the Pack 1157 funds for

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Budget Category:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_ **OR** \_\_\_\_\_  
Committee Chair Cub Master

**Expense Reimbursement Request**

*Instructions: Complete this section of the form to request reimbursement. Receipts should be attached. Get it signed by the Committee Chair, or if unavailable, the Cub Master, and then submit this form and receipts to the Pack Treasurer.*

**Items**

#	<i>Description</i>	<i>Amount</i>
1		
2		
3		
	<i>Total</i>	

**Payee's Name (and Address if to be mailed)**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_ **OR** \_\_\_\_\_  
Committee Chair Cub Master

For pack use only

Check Number: \_\_\_\_\_ Check Date: \_\_\_\_\_