

## FEDERATION OF TAYLOR COUNTY 4-H REIMBURSEMENT POLICY

1. All reimbursements are dependent on availability of funds (advance request recommended).
2. All events with total cost to Federation in excess of \$75.00 will require advanced written notice mailed to the Federation Treasurer and will be subject to #3 below.
  - ♦ A pre-reimbursement form is required to be filled out one month in advance and mailed to the Federation Treasurer.
  - ♦ A post-reimbursement form will be also filled out after the event and returned to the Federation Treasurer within one month of the event.
3. Events in excess of \$75.00 (cost to Federation) will be paid on a scale of 0-5, dependent on Executive Board's judgment of the benefit to 4-H program or needed support of outstanding youth. To be decided at closest Executive Board or annual meeting. 0=0% 1=20% 2=40% 3=60% 4=80% 5=100%
4. The total miles driven multiplied by \$0.41 will be the figure submitted as a reimbursement item. Mileage count will begin and end at local starting point.
5. All vouchers must be submitted to treasurer within 30 days of event. A brief statement of benefit to the 4-H program must be written on the official voucher.
6. If a member or leader incurs an expense that is to be billed to the Federation, pre- and post-reimbursement forms must be submitted before the bill can be paid. If the Federation is billed for costs without the proper approval, no reimbursements will be given to family for two years.
7. All 4-H Rules and Behavior Expectations must be honored by the youth and chaperones or you will forfeit the right for reimbursement.

### REIMBURSEMENT VOUCHER

Federation of Taylor County 4-H

DATE SUBMITTED: \_\_\_\_\_ PLEASE CHECK: \_\_\_ pre-event \_\_\_ post-event

CLUB: \_\_\_\_\_ LEADER'S NAME: \_\_\_\_\_

NAME (of person submitting voucher): \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_

MAKE CHECK PAYABLE TO: \_\_\_\_\_

#### EVENTS

DATE OF EVENT: \_\_\_\_\_

NAME & PLACE OF EVENT: \_\_\_\_\_

NUMBER OF PARTICIPANTS: \_\_\_\_\_

COST/PARTICIPANT (registration, materials, etc.): \_\_\_\_\_

TOTAL MILES \_\_\_\_\_ x \$0.41/mile = \$ \_\_\_\_\_

(Must attach a Google Map or MapQuest map showing starting point and destination)

Signature of instructor/leader of the event

(Must have proof of attendance at event attached to post voucher. Signature above is sufficient.)

TOTAL AMOUNT REQUESTED FOR EVENT \$ \_\_\_\_\_

#### PLAT BOOKS

NUMBER MADE \_\_\_\_\_ x \$2.00 = \$ \_\_\_\_\_

NUMBER OF PLAT BOOKS SOLD \_\_\_\_\_ X \$1.00 = \$ \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

#### NOTES:

- Pre vouchers need to be approved before the event.
- All vouchers must be turned in within 30 days of the event.
  - Mail directly to Wendy Rudolph, W4693 Rudolph Ln. Medford, WI 54451 or drop off at Extension office.
  - Vouchers that are turned in at other locations will not be accepted.
- Attach receipts for items purchased