

# FEDERATION OF TAYLOR COUNTY 4-H REIMBURSEMENT POLICY

Updated September 2025

## POST-EVENT REIMBURSEMENT VOUCHER

DATE SUBMITTED: \_\_\_\_\_

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)

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

Signature of instructor/leader of the event \_\_\_\_\_

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

### PUBLIC DISPLAYS FOR NATIONAL 4-H WEEK

\$50 PER CLUB \_\_\_\_\_

### PLAT BOOKS

NUMBER MADE \_\_\_\_\_ X \$2.00 = \$ \_\_\_\_\_

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

### NOTES:

- All vouchers must be turned in within 30 days of the event.
  - Mail or drop off at UW-Extension office, c/o Federation Treasurer.
- Attach receipts for items purchased AND mileage map.

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

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 pre-event voucher submitted to the UW-Extension office, c/o Federation Treasurer and will be subject to #3 below.
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 post-event vouchers must be submitted to UW-Extension, c/o Federation Treasurer within 30 days of event.
6. If a member or leader incurs an expense that is to be billed to the Federation, pre- and post-event reimbursement vouchers 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.
8. Share your experience with others before January 1 by doing at least one of the following: Presenting at the Annual Awards Banquet, Presenting at a Federation meeting, Writing an article for the newsletter, Creating a Facebook post to be shared, or Another method approved by the 4-H Educator and the Federation.