

## REIMBURSEMENT PROCEDURE

Revised June 2003

### Purpose:

1. To reimburse eligible persons (4-H leaders who have successfully completed the necessary orientation procedures established by the Columbia County 4-H Leader's Association and the Columbia County UW-Extension Office, and 4-H Junior/Youth Leaders) for expenses incurred in relation to 4-H leader and junior/youth leader training education. This procedure is adopted to establish in advance a fair and uniform method of making such reimbursement.
2. To reimburse eligible persons for expenses (not to exceed \$75.00 per member per year) incurred for approved 4-H or county-approved livestock educational opportunities not granted through the member evaluation process.

### Auto Travel:

Persons eligible shall be reimbursed for automobile travel at the rate established by the Columbia County Leader's Association. All such travel shall be by direct route.

In the event more than one eligible person is traveling to the same destination, such persons should share a car to reduce travel expense. In such case, mileage shall be paid to the eligible person actually providing the automobile transportation. In the event a number of persons claim mileage in violation of this car-sharing rule, the Leader's Association may pro-rate reasonable mileage allowance or it may disallow all such claims.

Eligible persons attending a conference, workshop, or leader training shall be reimbursed for mileage to and from their home to the meeting site. Eligible persons shall receive full reimbursement for parking charges outside Columbia County upon presentation of a receipt or actual cost expended on parking meters.

### Public Transportation:

Eligible persons seeking reimbursement for travel by plane, train or bus will be reviewed by the Leader's Association on a per situation basis.

### Lodging Expense:

Eligible persons shall be reimbursed for hotel or motel expense unless already included with the cost of the registration fee, at the rate established by the Columbia County 4-H Leader's Association. Lodging costs in excess of the established rate which are at the site of a conference or convention shall be submitted to the Leader's Association and shall be allowed if reasonable. If found to be unreasonable, reimbursement shall be limited to the maximum rate.

In the event the spouse of an eligible person shares a room, reimbursement shall be made only on the basis of the single room rate. The eligible person shall document that "single" rate.

Lodging for the night prior to a conference shall only be allowed for distances over 60 miles from the County seat when the conference or training begins earlier than 9:00 a.m. Lodging expenses shall be approved by the Leader's Association if the eligible person is participating in a night meeting prior to the beginning of the conference or is on the committee presenting the conference or training and has obtained prior approval by the Leaders' Council.

**Meals:**

Meals are on your own unless already included with the cost of the registration fee.

**Registration & Material Fees:**

Eligible persons shall be reimbursed in full for the cost of registration and material fees.

**General Rules:**

Eligible persons seeking reimbursement must submit a written and oral summary to the Leaders' Council following attendance. Eligible persons may also be called upon to do presentations at the county or club level. Reimbursement of estimated expenses shall be submitted in appropriate forms at least 1 month prior to the event.

If prior Leaders' Council approval is unable to be obtained and noted in regular monthly meetings, the eligible person seeking reimbursement must contact the 4-H Educator who will obtain verbal approval of a majority of the Executive Board members. The 4-H Educator will then inform the eligible person of the approval.

The Leaders' Council is authorized to allow reasonable claims for reimbursement of expenses and any exceptions or variations from this procedure.

All expenses shall be submitted to the Leader's Association Treasurer within thirty (30) days after the end of the month in which such expenses were incurred before payment will be made.

**Reimbursement Schedule:**

*Mileage:* .30¢ per mile for mileage exceeding 120 miles round-trip

*Lodging:*  $\frac{1}{2}$  the cost of a single room rate, reimbursement not to exceed \$30.00 per night

*Registration Fees:* full cost

# REQUEST FOR REIMBURSEMENT

**Please check one:**

- 4-H Leader and Junior/Youth Leader training education
- Approved 4-H opportunities not granted through the member evaluation process

Name:	
4-H Club:	Phone:
Street Address:	
City/State/Zip:	
<i>If a Junior/Youth Leader is requesting reimbursement, the signature of their General Leader or Project Leader is required.</i>	
General/Project Leader: _____ Date: _____	

## Type of Training

Title:	
Location:	Date(s):
Purpose:	

## Expenses

	Estimated Cost	<i>Actual Cost</i> (submitted for reimbursement)
Mileage:		
Lodging:		
Registration Fees:		
Other (list):		
Other (list):		
TOTAL		

**How will this training benefit the Columbia County 4-H Program?**

<b>LEADERS' COUNCIL USE ONLY</b>	<b>Date Submitted:</b>
Amount Awarded: \$ _____	Check #: _____ Date: _____
Signature of Leader's Association Treasurer: _____	