

Dodge County 4-H Leader's Association, Inc.
Reimbursement Procedure
(revised June 2016)

Purpose

1) To reimburse eligible persons (4-H leaders who have successfully completed the necessary orientation procedures established by the Dodge County 4-H Leader's Association and the Dodge 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 \$100 per member/leader per year) incurred for approved 4-H opportunities not granted through the member evaluation process or county-approved livestock educational opportunities.

Auto Travel

Persons eligible shall be reimbursed for automobile travel at the rate established by the Dodge County 4-H Leader's Association. All such travel shall be by direct route.

In the event that more than one eligible person is traveling to the same destination, such persons should share a car to reduce travel expenses. In this 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 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 of Dodge 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 Dodge 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 Leader's Board.

Meals

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

Registration and 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 4-H Leader's Association following attendance. Eligible persons may be also 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 Leader's Board approval is unable to be obtained and noted in regular 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 4-H Leader's Board is authorized to allow reasonable claims for reimbursement of expenses and any exception or variations from this procedure.

The amounts submitted for reimbursement shall be reevaluated by the Leader's Board as the need would arise per situation.

All expenses shall be submitted to the 4-H Leader's Association Treasurer within thirty days after the end of the month in which the expenses were incurred before payment will be made.

Reimbursement Schedule

Mileage: \$0.30 per mile for mileage exceeding 120 miles round trip

Lodging: ½ the cost of a single room rate, reimbursement not to exceed \$40 per night

Registration Fees: Full cost

Not to exceed \$100 per member/leader per year

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: _____

If a Junior/Youth Leader is requesting reimbursement, the signature of their General Leader or Project Leader is required.

General/Project Leader: _____ Date: _____

Type of Training

Title: _____
Location: _____ Date(s): _____
Purpose: _____

<u>Expenses</u>	<u>Estimated Cost</u>	<u>Actual Cost</u> <small>(Submitted for reimbursement)</small>
Mileage: _____		
Lodging: _____		
Registration Fees: _____		
Other (list): _____		
Other (list): _____		
Total	_____	_____

Leader's Executive Board Use Only **Date Submitted:** _____

Amount Awarded: \$ _____ **Check #:** _____ **Date:** _____

Signature of Leader's Association Treasurer: _____

How will this training benefit the Dodge County 4-H Program? Answer on a separate sheet.