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### REIMBURSEMENT VOUCHER

Federation of Taylor County 4-H

Club: \_\_\_\_\_

From: \_\_\_\_\_ Date of Event \_\_\_\_\_

4-H Participant's Name

Address

City

State

Zip

Phone: \_\_\_\_\_ Submitted Date \_\_\_\_\_

Name and Place of Event \_\_\_\_\_

Number of Participants \_\_\_\_\_

Youth

Leaders

Number of Vehicles Used \_\_\_\_\_

Per Unit      TOTAL

Cost/Participant (registration, materials, etc.)				
Total Miles _____ ÷ _____ = _____ X _____ = _____ <small>(your vehicle mil./gal.)                      (cost of gas/gal.)</small>				
plus 50% of Above Total				
Miscellaneous (Explain) -				
TOTAL				

Brief Description of Benefit to Individual(s) and Total 4-H Program:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### FOR EXECUTIVE BOARD USE ONLY

4-H Board Decision on Percent of Reimbursement					
0=0%	1-20%	2-40%	3-60%	4-80%	5=100%
TOTAL REIMBURSEMENT _____					

**Be sure to fill out completely so our Treasurer knows who and where to send reimbursement to.**

(over)

# REIMBURSEMENT POLICY

## Federation of Taylor County 4-H

### Adopted January 6, 1994

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 be subject to #3 below. A pre-reimbursement form is required to be filled out advance and mailing it to the Federation Treasurer. A post-reimbursement form will be also filled out after the event and returned to the Federation Treasurer within two months 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 Boards' 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 cost of gasoline plus an additional 50% of that cost 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 two months of event, but no later than one week prior to the November Annual Meeting. A brief statement of benefit to the 4-H program must be written on the official voucher.
6. All 4-H Rules and Behavior Expectations must be honored by the youth and chaperones or you will forfeit the right for reimbursement.

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