

COLUMBIA COUNTY 4-H LEADER'S ASSOCIATION, INC.

REIMBURSEMENT PROCEDURE

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 Columbia County Extension, and 4-H Youth Leaders) for expenses incurred in relation to 4-H leader and 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 opportunities not granted through the older youth educational travel opportunities process or county-approved livestock educational opportunities.

Auto Travel

Persons eligible shall be reimbursed for automobile travel at the rate established by the Columbia County 4-H 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 4-H 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 4-H 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 4-H 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 4-H 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 4-H 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 4-H Leaders' Council following attendance. Eligible persons may also be called upon to do presentations at the county or club level. Reimbursement request of estimated expenses shall be submitted in appropriate forms at least 30 days prior to the event.

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

The 4-H Leaders' Council is authorized to allow reasonable claims for reimbursement of expenses and any exceptions or variations from this procedure.

All actual expenses shall be submitted to the 4-H Leader's Association Treasurer within thirty (30) days after the end of the month in which such expenses were incurred before reimbursement will be made.

Reimbursement Schedule

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

Lodging: ½ the cost of a single room rate, reimbursement not to exceed \$30.00 per night

Registration Fees: full cost

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REQUEST FOR REIMBURSEMENT

EVENT DATE _____

Please check one:

- 4-H Adult Leader and Youth Leader training education
- Approved 4-H opportunities not granted through the older youth educational travel opportunities program

Name:	E-Mail:
4-H Club:	Phone:
Mailing Address:	
<p><i>If a Youth Leader is requesting reimbursement, the signature of their Club Leader or Project Leader is required.</i></p> <p>Club/Project Leader: _____ Date: _____</p>	

Type of Training/Educational Event

Title:	
Location:	Date(s):
Purpose:	

How will this experience benefit the Columbia County 4-H Program? (Attach a 100-150 word answer to this question.)

Expenses	Estimated Cost <small>(submitted at least 30 days prior to event)</small>	Actual Cost <small>(submitted for reimbursement within 30 days after month's end of incurring expense)</small>
Mileage:		
Lodging:		
Registration Fees:		
Other (list):		
Other (list):		
TOTAL		

LEADERS' COUNCIL USE ONLY **Date Submitted:** _____

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

Signature of Leader's Association Treasurer: _____