

**SAUK COUNTY 4-H LEADERS ASSOCIATION**  
**REIMBURSEMENT PROCEDURE**  
(Effective at the beginning of the 4-H year - 1999)  
Revised April 2007

**PURPOSE**

To reimburse eligible persons for expenses incurred in relation to 4-H leader or junior leader training education. This procedure is adopted to establish in advance a fair and uniform method of making such reimbursement.

**PERSONS ELIGIBLE**

4-H leaders who have successfully completed the necessary certification established by the Sauk County 4-H Leaders Council and the Sauk County UW Extension Office and 4-H Junior Leaders in grades 9-12.

**AUTO TRAVEL**

Persons eligible shall be reimbursed for automobile travel at the rate established by the Sauk County Leaders Council. 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 or cars to reduce travel expenses. 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 Leaders Council 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 person shall receive full reimbursement for parking charges outside Sauk County upon presentation of 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 Leaders Council on a per situation basis.

**LODGING EXPENSE**

Eligible persons shall be reimbursed for hotel or motel expense, unless already included without the cost of the registration fee, at the rate established by the Sauk County 4-H Leaders Council 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 AM. Lodging expenses shall be approved by the Leaders Council 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 governing committee.

## **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**

Approval is at the discretion of the board. Limited funds are available.

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.

Eligible persons seeking reimbursement for travel are required to file with the Leaders Council an Affidavit indicating adequate automobile liability insurance coverage and a statement that such insurance will not be terminated without written notice to the Leaders Council.

Reimbursement of estimated expenses shall be submitted on appropriate forms at least one 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 Agent who will obtain verbal approval of a majority of the Executive Board members. The 4-H Agent 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 Council Treasurer within 30 days after the end of the month in which such expenses were incurred.

## REIMBURSEMENT SCHEDULE

Mileage	Reimbursement will be equal to the current Sauk County Government mileage rate at the time of travel. Mileage Reimbursement is provided for trips exceeding 120 miles (Round trip).
Lodging	1/2 the cost of a single room rate, reimbursement not to Exceed \$30.00/night
Registration fee	Full cost

**REQUEST FOR REIMBURSEMENT**

Leader Name: \_\_\_\_\_

4-H Club: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Request for reimbursement must be submitted in writing at least one month prior to the event or registration deadline, whichever is earlier. Request should include:**

**TYPE OF TRAINING**

Title: \_\_\_\_\_

Location: \_\_\_\_\_

Date(s): \_\_\_\_\_

Purpose: \_\_\_\_\_

**ESTIMATED EXPENSES**

Approximate Mileage: \_\_\_\_\_

Lodging: \_\_\_\_\_

Registration fees: \_\_\_\_\_

**HOW WILL THIS TRAINING BENEFIT THE SAUK COUNTY 4-H PROGRAM?**

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

<p><b>Executive Board Use Only:</b></p> <p>Date Submitted: _____</p>
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