Committees, program coordinators, resource/key leaders, or any other 4-H event or activity should use this form to submit all expenses incurred. Complete the entire form and staple receipts to the back; submit to the committee or activity chairperson for approval. Please submit this form to the Extension Office Attn: Finance Committee 515 W. Moreland Blvd., AC G-22, Waukesha, WI 53188. This form must be approved, signed and dated by Committee Chairperson. Please allow 45 days for reimbursement.

Date: ______________________

TOTAL AMOUNT TO BE REIMBURSED: $ ________________________________

MAKE CHECK PAYABLE TO: ____________________________________________

ADDRESS: _________________________________________________________

CITY, STATE, ZIP: _________________________________________________

EXPLANATION OF AMOUNT OF REIMBURSEMENT: ______________________

____________________________________________________________________

BRIEF BUT EXPLICIT EXPLANATION OF DISBURSEMENT MUST BE FILLED IN ABOVE

REQUEST SUBMITTED BY: NAME: __________________________ DATE: __________

TELEPHONE NUMBER: __________________________

COMMITTEE APPROVAL (Chairperson Complete the following):

COMMITTEE NAME: __________________________ DATE: __________

ACCOUNT NUMBER ______ APPROVED BY ______________________

All one time expenditures for more than $100, and not budgeted, need to be pre-approved. Pre-approval is not needed for justified expenditures under $100. A justified expenditure is defined as a proper and reasonable out of pocket, expenditure for materials and supplies needed to support the effective functioning of the county 4-H program. All Budget Requests must be submitted to the Finance Committee for review.

POLICY STATEMENT FOR WAUKESHA COUNTY 4-H VOLUNTEER COMPENSATION

The Waukesha County 4-H Leaders’ Association is an all volunteer organization supporting the 4-H youth program in the county. The Leaders’ Association does not compensate its members and or leaders for time or services rendered. Volunteers can only be reimbursed for out-of-pocket expenses incurred while conducting a program or activity approved by the county 4-H program. Waukesha County 4-H Leaders’ Association will not pay for building rental fees for project meetings. Request for reimbursements of expenditures on a Club level will not be accepted.

FOR TREASURER’S USE ONLY:

Acct No. __________ Check Number: __________ Date Paid: ________ Initial: ________

Rev. 11/19