



Sauk County 4-H Youth and Adult Leader Reimbursement Request for Volunteer Development

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

Approved Sauk County 4-H leaders and 4-H Junior Leaders in grades 7-13.

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, prior to being reimbursed.
- Eligible persons may also be called upon to do presentations at the Club level to at least 2 other clubs besides their own; and/or at the County level at: Super Saturday; a Countywide project meeting, at Cloverbud Day Camp; at the Action Center during the fair, etc.
- The Leaders Council is authorized to allow reasonable claims for reimbursement of expenses and any exceptions or variations from this procedure.
- Reimbursement of expenses shall be submitted with appropriate forms within 60 days after the event.

MILEAGE

- Persons eligible shall be reimbursed for automobile travel at the rate established by the Sauk County Board of Supervisors. 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.

REGISTRATION AND MATERIAL FEES

- Eligible persons shall be reimbursed a percentage of the registration and material fees cost at the discretion of the Sauk County Senior Leader's Board – up to \$100.

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 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.
- Reimbursement for lodging will be at 1/2 the cost of a single rate, not to exceed \$40 per night.
- 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.

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.
- **Travel by plane, train or bus must obtain prior approval before purchasing their tickets and requesting reimbursement.**

MEALS

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

REIMBURSEMENT SUMMARY

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).
Registration fee:	Reimbursed a percentage of the registration and material fees cost at the discretion of the Sauk County Senior Leader's Board – up to \$100.
Lodging:	1/2 the cost of a single room rate, reimbursement not to Exceed \$40.00/night



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Request for reimbursement must be submitted in writing within 60 days after attending the event.

Included with this request should be:

- Sauk County 4-H Youth and Adult Leader Request for Reimbursement
- Completed registration materials – including registration costs, and housing costs

Name: _____

4-H Club: _____ Phone Number: _____

Email Address: _____

Mailing Address: _____

Information about the Volunteer Development Training/Workshop/Event

Title: _____ Dates: _____

Location: _____

Purpose: _____

Expenses:

Mileage: _____ miles x .54 (per mile – this is subject to change based on Sauk County Mileage rate)

Mileage reimbursement: _____

Lodging: _____

Registration fees: _____

Total Requested amount: _____

How will this training benefit the Sauk County 4-H Program?

How do you plan on sharing the information you learned? (Please check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Present at Super Saturday | <input type="checkbox"/> Present information at 2 Clubs other than your own |
| <input type="checkbox"/> Hold a Countywide project meeting | <input type="checkbox"/> Teach at Cloverbud Day Camp |
| <input type="checkbox"/> Presentation at Senior Leaders Board Meeting | <input type="checkbox"/> Teach for Action Center time during the Fair |

Executive Board Use Only:		
Date Submitted: _____	Amount Approved: _____	Date Paid: _____