

EXPENSE REIMBURSEMENT FORM
WAUKESHA COUNTY 4-H LEADERS' ASSOCIATION
FUND FOR 4-H EDUCATION

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. The form must be approved, signed and dated, please allow 60 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 \$50 and not budgeted need to be pre-approved. Pre-approval is not needed for justified expenditures under \$50. Justified is defined as proper and reasonable expenditures to support the effective functioning of the 4-H program. The Leaders' Association Executive Board has the final decision on all expenditures.

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 4-H program.

FOR TREASURES USE ONLY:

Acct No. _____ Check Number: _____ Date Paid: _____ Initial: _____

FUND FOR 4-H EDUCATION

Committees, program coordinators, resource/key leaders, and any other events or activity should use this form and process for budgeting requests for funds from the Waukesha County 4-H Leaders' Association, Fund for 4-H Education. This will allow the Association to properly budget the next 4-H programmatic year. Request for fund that are not budgeted can be submitted as a one time request, on the reverse side, if anticipated to repeat, they should be submitted as a budget item for the following year.

SECTION I: GENERAL INFORMATION

Request Submitted by:

Name _____ Telephone Number _____

Address _____ City/State _____ Zip Code _____

SECTION II: BUDGET PROPOSAL

- A. What County Project/Activity/Group/Committee is the request for?

- B. What will the funding be used for?

- C. List Specific Cost(s):

- D. Total Funding Requesting: \$ _____ Account No (if known) _____

SECTION III: ONE TIME EXPENDITURE PROPOSAL

- A. What County Project/Activity/Group/Committee is this expenditure for? _____
- B. Will this Expenditure occur again next year? Yes ___ No ___ Maybe ___ If yes, complete next line
Month(s) Expenditure will Occur in: _____ Approval needed by: _____
- C. Total Funding Requested: \$ _____ Year: _____ Account No (if known) _____

<u>FOR FINANCE COMMITTEE USE ONLY</u>		
Finance Committee:	Approved _____ Denied _____	Date _____
Reason: _____		
Executive Board Appeal:	Approved _____ Denied _____	Date _____
Reason: _____		

INSTRUCTION FOR COMPLETING BUDGET REQUEST FORM:

Complete all information required. Submit all budget requests for the upcoming year prior to December 1st. The Finance Committee will review all budget requests and will recommend an annual budget to the Leaders' Association Executive Board for approval. If the budget request is modified or rejected by the Finance Committee, the person who submitted the request will be notified and they may appeal the decision to the Executive Board at the January board meeting. The approved annual budget will be distributed via the **One Liner** to all 4-H clubs, all committee chairpersons, all Key/Resource leaders and any Association member requesting a copy.