

Effective October 17, 2013
Amended & Approved March 18, 2019

ADAMS COUNTY 4-H LEADERS ASSOCIATION, INC. REIMBURSEMENT PROCEDURE FOR OUT OF COUNTY EVENTS

Purpose

To reimburse each eligible person(s) for expenses incurred in relation to 4-H Leaders & Members for 4-H activities, training and education. This procedure is adopted to establish in advance a fair and uniform method of making reimbursement. A reimbursement form must be properly filled out for any budgeted funds that are from the general checking account.

Persons Eligible

4-H Members or 4-H Leaders who have an approved enrollment status.

Auto/Mileage – No Reimbursement

Lodging Expense

Eligible persons shall be reimbursed for hotel or motel expense unless already included with the cost of the registration fee. Maximum rate of reimbursement shall be one-half of the cost of the rate of a single room; reimbursement shall not exceed \$50.00 per night.

Lodging for the night prior to a conference shall be allowed for distances over 150 miles when the conference or training begins earlier than 9:00am.

Registration Fees

Eligible persons shall be reimbursed for (100%) one hundred percent of the cost of the registration fee AFTER the event.

General Rules

- 1) Eligible persons may be called upon to do presentations at the county or club level.
- 2) All expenses shall be submitted to the Leaders Association Treasurer within thirty (30) days after expenses were incurred before payment will be made.
- 3) Any outstanding balance owed to the Leaders Association will reduce reimbursement.
- 4) Reimbursement is subject to the availability of funds.