



Iowa County 4-H Educational Fund

Expense Reimbursement Form

Fund:

General Fund

Expense Account Number: _____

*If expense is split, use back to show amounts for each category

Please attach receipts for expenses for which you seek reimbursement. If this is a committee/club related expense. Please first seek approval and signature by the Committee/Club Chair or Treasurer. This form should be turned into the Extension Office where the Iowa County 4-H Youth Development Educator will receive and keep the tracking purposes. 4-H Committees/Clubs that would like to know their financial status at any given time during the 4-H year should contact the 4-H Youth Development Educator at dan.brandt@wisc.edu

Explanation of Expense:

Please issue check to: _____

(Name & Address)

| Office Use Only | |
|-----------------------------------|--|
| Date Received | |
| Date Given to County Treasurer | |
| Date Check Mailed | |
| Date Check Issued | |
| Check Number | |

Date of Request: _____

Check Amount: _____

Expense Category (please check one that applies):

| | | | | | |
|--------------------------|--------------------------|--------------------------|-------------|--------------------------|--------------------|
| <input type="checkbox"/> | Fundraising | <input type="checkbox"/> | Educational | <input type="checkbox"/> | Community Service |
| <input type="checkbox"/> | Recreation & Recognition | <input type="checkbox"/> | Promotional | <input type="checkbox"/> | Other/Pass Through |

Approved: _____ 4-H Youth Development Educator

Committee/Club Treasurer
(if applicable)

Requested By: _____

Reimbursement Procedure:

Leaders and youth members who pay out of pocket expenses or fees related to 4-H sponsored events are eligible to receive reimbursement, if expense is (1) for a 4-H educational purpose, (2) consistent with 4-H financial best practices, and (3) approved by the 4-H Youth Development Educator or a specific committee. (i.e. 4-H Award, 4-H Dairy Project, 4-H Ambassadors).

Individuals should complete the Iowa County 4-H Reimbursement form and attach any receipts and return to the Iowa County Extension Office within one month of the event or registration deadline. Forms turned in within that time should expect payment within 12 business days of the next scheduled board meeting. All other requests for reimbursement will be at the discretion of the 4-H Youth Development Educator.

The Iowa County 4-H Educational Fund is a tax-exempt organization. Please contact the Extension office at 608-930-9850 for the necessary tax-exempt information or a copy of the Certificate of Exempt Status prior to your purchase.



| | |
|---------------|--|
| Amount | 6200 - Fundraising / Donations Expense |
| | 6230 · WI 4-H Foundation |
| | 6300 - Recognition Expense |
| | 6310 · Awards Committee |
| | 6390 · Leader's Scholarship |
| | 6400 - County Programs Expense |
| | 6405 · Area Animal Science Day |
| | 6410 · Learning Days |
| | 6420 · Day in the Arts |
| | 6425 · Art |
| | 6430 · Cloverbuds |
| | 6435 · Summer Camp |
| | 6440 · Ambassadors |
| | 6445 · Dairy |
| | 6450 · Livestock |
| | 6455 · Dogs |
| | 6460 · Rabbits |
| | 6465 · Horse |
| | 6470 · Shooting Sports |
| | 6490 · Pass Through Funds |
| | 6500 - Trips & Scholarships Expense |
| | 6510 · National 4-H Congress |
| | 6520 · Citizenship Washington Focus |
| | 6530 · Space Camp |
| | 6540 · WI 4-H & Youth Conference |
| | 6550 · College Scholarships |
| | 6560 · Fall Forum |
| | 6570 · National 4-H Conference |
| | 6580 · Art Camp |
| | 6585 · Leaders Conference |
| | 6590 · Other trips |
| | 6610 · Community Service |
| | 6690 · Miscellaneous Expense |
| | 7100 - General Expenses |
| | 7110 · Accident Insurance |
| | 7120 · Volunteer Background Checks |
| | 7200 - Financial Assistance |
| | 7210 · Enrollment Financial Assistance |
| | 7300 - Marketing & Promotions |
| | 7310 · Promotional Expenses |
| | 7320 · Office & Newsletter |
| | 7390 · Other Marketing & Promotions |
| \$ | TOTAL |

