



Iowa County 4-H Leaders Association

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 Leaders Treasurer 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 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 Leaders Treasurer

_____ Executive Board Member

_____ 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 Adult Leaders Association 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 Leaders.

The Iowa County 4-H Adult Leaders 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.



EXTENSION is an EEO/Affirmative Action employer, the University of Wisconsin-Extension Provides equal opportunities in employment and programming, including Title IX and ADA requirements.

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