

# Green County 4-H Adult Leaders Association

## Expense Reimbursement Form

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

Fund:

General Fund

Expense Account Number: \_\_\_\_\_

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

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Cat               | <input type="checkbox"/> Dog                  | <input type="checkbox"/> Fitting Contest     | <input type="checkbox"/> Foods             |
| <input type="checkbox"/> Goat              | <input type="checkbox"/> Herdsmanship         | <input type="checkbox"/> Horse               | <input type="checkbox"/> Livestock         |
| <input type="checkbox"/> Master Showman    | <input type="checkbox"/> Meals on Wheels      | <input type="checkbox"/> Performing Arts     | <input type="checkbox"/> Premier Exhibitor |
| <input type="checkbox"/> Poultry           | <input type="checkbox"/> Rabbit               | <input type="checkbox"/> Shooting Sports     | <input type="checkbox"/> Summer Camp       |
| <input type="checkbox"/> Mini Grant - Club | <input type="checkbox"/> Mini Grant - Project | <input type="checkbox"/> Mini Grant - Travel |  |

**Please attach receipts for expenses for which you seek reimbursement.** If this is a committee related expense, please first seek approval and signature by the Committee Chair or Treasurer. This form should be turned into the UWEX office where the Green County 4-H Adult Leaders Treasurer will receive and keep for tracking purposes. 4-H Committees that would like to know their financial status at any given time during the 4-H year should contact the 4-H Adult Leaders Treasurer at [greencounty4htreasurer@gmail.com](mailto:greencounty4htreasurer@gmail.com).

**Explanation:** \_\_\_\_\_

**Please issue check to:** \_\_\_\_\_

(Name & Address:) \_\_\_\_\_

**Date of request:** \_\_\_\_\_

**Check Amount:** \_\_\_\_\_

**Expense Category:**

- |   |                                      |   |
|---|--------------------------------------|---|
| <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:** \_\_\_\_\_ **Adult Leaders Treasurer**  
 \_\_\_\_\_ **Executive Board Member**  
 \_\_\_\_\_ **Committee Chair/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 Green County 4-H Reimbursement form and attach any receipts and return it to the Green County UWEX Office within one month of the event or registration deadline. Forms turned in within that time should expect payment within 10 days of the next scheduled Executive Board meeting. All other requests for reimbursement will be at the discretion of the 4-H Adult Leaders.

The Green County 4-H Adult Leaders Inc. is a tax-exempt organization. Please contact the UW-Extension office at 608-328-9440 for the necessary tax-exempt information or a copy of the Certificate of Exempt Status prior to your purchase.

<b>Amount</b>	<b>4-H Adult Leaders Expense Categories – General Fund</b>
	<b>6200 Fundraising/Donations Expense</b>
	6210 Fundraiser(s)
	6220 Donations
	6230 WI 4-H Foundation
	<b>6300 Awards Expense</b>
	6310 Awards Ceremony
	6330 Sunshine Account
	6390 Misc Awards Expense
	<b>6400 County Programs Expense</b>
	6405 Area Animal Science Day
	6410 Arts Festival
	6415 Cultural Arts
	6420 Cloverbuds
	6425 Day of Arts
	6430 Summer Camp
	6435 Speaking Contest
	6440 New Family Orientation
	6495 Other Youth Programs
	<b>6500 Trips &amp; Scholarships Expense</b>
	6510 National 4-H Congress
	6520 Citizenship Washington Focus
	6530 Space Camp
	6540 WI 4-H & Youth Conference
	6550 College Scholarships
	6560 4-H Fall Forum
	6570 National 4-H Conference
	6590 Other trips
	<b>6600 Misc Expense</b>
	6630 Special Funding Request
	6690 Miscellaneous Expense
	<b>7100 General Expenses</b>
	7110 Accident Insurance
	7120 Volunteer Background Checks
	7130 Executive Board
	7140 Accountant Fees
	<b>7200 Financial Assistance</b>
	7210 Enrollment Financial Assistance
	7220 Camp Financial Assistance
	<b>7300 Marketing &amp; Promotions</b>
	7310 Promotional Expenses
	7390 Other Marketing & Promotions
<b>\$</b>	<b>TOTAL</b>