LEON 4-H CLUB

REIMBURSMENT FORM

***(Please attach copy of receipts for expenses you see reimbursement for.)***

***Deadline to Submit for Reimbursements for 2020-2021 4-H Year: July 15, 2021***

***Submit Reimbursement Request and receipts to Ms. Jackie Moran at*** ***jackiemoran5@gmail.com*** ***or in person.***

Please issue reimbursement check to: (Name and Address): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**PLEASE CHECK ALL THAT APPLY:**

\_\_\_ SURGE (D8 LEADERSHIP CAMP)

\_\_\_ SOUTH EAST D8 COUNTY CAMP

\_\_\_ TEXAS 4-H CAMPS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ OTHER 4-H RELATED CAMPS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATE OF REQUEST:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUESTED BY:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AMOUNT:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXPLANATION:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Reimbursement Program**

*The Leon 4-H Club member reimbursement program is intended to help support leadership, educational, and growth opportunities for members. Leaders and youth members who pay out of pocket expenses or fees related to 4-H sponsored events are eligible to request reimbursement, if the expense is (1) for 4-H educational purposes, (2) consistent with 4-H financial best practices, (3) a 4-H sponsored event, and (4) is approved by the 4-H Club Members during a monthly meeting. The program includes reimbursement for 4-H sponsored camps, and leadership workshops. This reimbursement program is not intended for LCYLS entries, other livestock shows, jackpot shows or non 4-h related events.*

*Complete the Leon 4-H Club Reimbursement Form, attach receipts, and return it to a Club Manager before July 15, 2021.*

*The Leon 4-H Club is a tax-exempt organization. Please contact the Leon County Extension Office at 903-536-2531 for the necessary tax-exempt information or a copy of the Certificate of Exempt Status prior to your purchase, sales tax should not be reimbursed.*

**FOR LEON 4-H CLUB USE ONLY:**

APPROVED: YES / NO

DATE APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE CHECK ISSUED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHECK #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CHECK ISSUED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHECK #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_