

# **Douglas County 4-H Travel Policies**

## **Part 1. Awarded District, State, and National Trips**

Trip	Date	Paid by Douglas Co. 4-H	Paid by Participants
<b>Horse Leaders Conference</b>	Early November	Registration fee & hotel Mileage for 1 chaperone	Some meals
<b>National 4-H Congress</b>	Weekend after Thanksgiving	Registration fee & flight	Mileage to/from airport Seminar fees
<b>Art Lab West</b>	Third weekend in January	Registration fee	Mileage*
<b>Northern District Winter Camp</b>	End of January	Registration fee	Mileage*
<b>Superior Days</b>	End of February	Hotel & transportation Four meals in Madison	Some meals
<b>Wisconsin 4-H Youth Conference</b>	Mid-June	Registration fee, \$10 for 2 lunches Mileage/parking for 1 chaperone	Seminar fees
<b>Citizenship Washington Focus</b>	June or July	Registration fee	Mileage to/from bus stop Some meals
<b>State Fair</b>	Early August	Youth Center Dorm \$10 for 2 lunches	Hotel (if necessary) Some meals, Mileage*

\*4-H will pay mileage if a registered chaperone attends with participant. Chaperones must be certified leaders. Mileage is reimbursed at the rate of 32.5 cents per mile by filling out a 4-H Mileage Report.

## **Part 2. Adult Leader Trainings**

1. 4-H leaders requesting funding for trainings or workshops must be currently enrolled in 4-H and certified through the Youth Protection Process.
2. Douglas County 4-H will pay registration fees for 4-H leader trainings and workshops as long as there are funds available in the budget. Leaders will need to provide a receipt or copy of their registration form in order to receive funding.
3. Mileage will be reimbursed for one vehicle attending district or state trainings. If more than one leader's vehicle travels to a training, the mileage reimbursement amount will be split between those vehicles requesting it. There will be no mileage reimbursement for in-county trainings.
4. Mileage is reimbursed at the rate of 32.5 cents per mile by filling out a 4-H Mileage Report.
5. A leader can have no more than two out-of-county training registrations paid for each year.
6. A leader can request a maximum of \$100 in registration fees be paid for each year.
7. A leader seeking training from a non-4-H/UWEX workshop must have Board approval before receiving funding.
8. Leaders are expected to share what they learned at a training or workshop with a 4-H group upon returning.
9. Lodging and meals will not be paid for unless the leader qualifies as a trip chaperone (see specific trip policies above).
10. People who itemize their tax deductions can deduct the cost of any un-reimbursed mileage and other travel expenses accrued while volunteering. For more information about the guidelines associated with this, consult a tax professional.