**Douglas County 4-H Travel Policers**

# **Part 1. Awarded District, State, and National Educational Experiences**

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

\*4-H will pay mileage if a registered chaperone attends with participant. Chaperones must be certified leaders. Mileage is reimbursed at the rate of $0.40 cents per mile by filling out a 4-H Mileage Report.

*Updated September 2019*

# **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/Extension 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.

*Updated September 2019*