



Request for
Field Trip Travel Reimbursement
Kittitas County 4-H Council
DUE: October 15th

Date: _____

Club Name: _____

Club Leader: _____

Address: _____

City, State, ZIP: _____

Phone: _____



Date of Field Trip: _____

Destination: _____

Educational Value of Field Trip: _____

Number of 4-Hers attending: _____

Number of Leaders attending: _____

Number of vehicles: _____

Total mileage (round trip): _____

Signature

Field Trip Reimbursement Policy:

- ◆ After the 4-H club(s) have returned from their trip, a "Request for Travel Reimbursement" form is filled out and turned into the Extension Office. These requests are due by October 15th and given to the County 4-H Council Treasurer.
- ◆ Before the November Leaders' Council meeting, the 4-H Council Treasurer will divide the Field Trip Transportation money in the following manner:
 - ❖ 1/5 is divided by the total number of clubs who turn in a "Request for Travel Reimbursement" form.
 - ❖ 2/5 is divided by the total miles traveled by all clubs who turn in a "Request for Travel Reimbursement" form.
 - ❖ 2/5 is divided by the total number of 4-Hers who participated in the field trips.Maximum of \$200 per club.
- ◆ Travel reimbursement is limited to vehicular travel within the Pacific Northwest (i.e., Washington, Oregon and Idaho).