



# Northwest Michigan 4-H Livestock Council Policy



## MILEAGE REIMBURSEMENT

- ❖ Who is eligible?
  - ◆ Registered 4-H Livestock Species Chairpersons
  - ◆ Executive Officers
  
- ❖ How to apply for reimbursement:
  - ◆ Turn in documentation of mileage and event attendance at a Livestock Council monthly meeting OR mail it to:

NW Michigan Livestock Council  
Attn: Treasurer  
P.O. Box 134  
Grawn, MI 49637
  
- ❖ Guidelines:
  - ◆ The Livestock Council will reimburse mileage based on current federal mileage rate.
  - ◆ Travel must be for educational purposes or deemed necessary for board position such as professional conferences or species specific events.
  - ◆ The amount of funding available will be determined when setting the annual budget. Once funds have been exhausted for the year no more reimbursements will be issued.



**NORTHWEST MICHIGAN 4-H LIVESTOCK COUNCIL  
MILEAGE REIMBURSEMENT FORM**



- ❖ The amount of funding available will be determined when setting the annual budget. Once funds have been exhausted for the year no more reimbursements will be issued.
- ❖ To be eligible for Reimbursement from the Northwest MI. 4-H Livestock Council you will be required to:
  - ◆ Be an elected 4-H Species Chair or Livestock Council Executive Officer.
  - ◆ Complete this form & return it to the Livestock Council Treasurer at a Livestock Council meeting or mail to Attn: Livestock Council Treasurer P.O. Box 134, Grawn, MI 49637
  - ◆ Reimbursement Form must be turned into the Treasurer within 30 days of travel.

**\*ONE FORM PER REIMBURSEMENT\***

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
Mailing Address City Zip

Contact Phone \_\_\_\_\_ Board Position \_\_\_\_\_

**TRAVEL INFORMATION**

Date of Travel \_\_\_\_\_

Reason for Travel \_\_\_\_\_

Destination Address \_\_\_\_\_

Additional Notes \_\_\_\_\_