



AGRICULTURE AND NATURAL RESOURCES  
4-H YOUTH DEVELOPMENT PROGRAM  
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**TO:** Traveler on State 4-H Office business  
**FR:** California State 4-H Office, 530-754-8518, [fourhstateofc@ucdavis.edu](mailto:fourhstateofc@ucdavis.edu)  
**RE:** Process for Volunteer & Youth Travel and Entertainment Reimbursement

This document outlines the process and policies related to reimbursement for UC employees and non-employee volunteers and youth who are traveling on behalf of the State 4-H Office.

**Travel** – Expenses for transportation from home to a function which has been authorized prior to undertaking official University travel. Examples include airline and shuttle expenses to a meeting or automobile mileage, meals, and a hotel room for an overnight activity.

**Entertainment** – Expenses for hospitality must be directly related to or associated with the active conduct of official University business. Examples include lunch for groups at a meeting or refreshments for an activity.

**Procedure**

1. Obtain approval for the travel or entertainment from the group coordinator. For example, for 4-H State Ambassador meetings, obtain approval from the Ambassador Program Coordinator.
2. Save receipts as you travel and document your automobile mileage.
3. Prepare a Travel Expense Voucher upon your return and within 21 days of your last date of travel. Include a meeting announcement, agenda, or other form of documentation proving you were authorized to travel.
4. Submit your report to your local County 4-H Cooperative Extension Office.  
List of County 4-H Offices: <http://www.ca4h.org/4hinfo/countyinfo/>

**Event & Account**

You will need to provide the following information on your reimbursement form. Your County 4-H Cooperative Extension Office will use this to correctly charge the proper account.

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Account Number: \_\_\_\_\_ Sub-Account: \_\_\_\_\_

**Questions**

- For approval or program budgets: Specific Program Coordinator at the State 4-H Office
- For processing or status updates: County 4-H Cooperative Extension Office

# University of California California State 4-H Office

## TRAVEL REIMBURSEMENT INSTRUCTIONS

The following guidelines are provided to ensure that your business travel maintains compliance with University of California policy, and will assist in the timely processing of your reimbursement claim.

### Employees

You should follow travel policies established by your CE office and Regional office. You will be given the authorization and account information to use for your reimbursement process.

### Volunteers/Youth

- 1) Travel details must be reported to your local County 4-H Cooperative Extension Office within 21 days of your return.
- 2) Complete a Travel Expense Voucher with the specific details of your travel.
  - a) Provide the date and time of your departure and the date and time of your return. This is required as it determines your eligibility when claiming meal expense.
  - b) Actual meal expense is only reimbursable when supported by original, detailed receipts. *UC does not pay per diem.* Eligibility for meal reimbursement begins when you have been on travel status for 12 hours or more. Reimbursement eligibility rates are: (up to) \$42 when traveling 12 or more hours per day; (up to) \$64 when traveling 24 hours per day. Itemized receipts are required; non-itemized credit card receipts are not acceptable. If a merchant is unable to provide an itemized receipt, you must complete a Declaration of Lost Evidence form and submit with your claim. *Alcohol consumption is prohibited while conducting 4-H business and is not an allowable expense.*
  - c) When your private vehicle is used for 4-H business, you must have personal liability insurance coverage. You must indicate this on your reimbursement claim. If you claim actual mileage, you must cite your car license number on your claim. **Effective July 2008, youth and volunteers will be reimbursed just above the Federal-approved rate of 18 cents per mile.**
  - d) Provide your complete home address, email address, and daytime phone number in the event that further clarification of your claim is required.
  - e) You must sign and date your Travel Expense Voucher.
- 3) Submit all original, legible and detailed receipts. Receipts must be taped to an 8½” x 11” sheet of paper. Please do not place the tape on the printed section of the receipts as the tape will remove the ink.
- 4) You may not pay for expenses on behalf of another traveler and request reimbursement for the expense activity. If you foresee the need to consolidate travel activity with one or more persons, you will need to submit a detailed request to the State 4-H Office – at least two weeks in advance – to obtain Group Leader Status. This approved status will allow you the opportunity to incur business expense on behalf of others and claim reimbursement for this activity upon the return of your trip.
- 5) If your original, detailed receipts have been lost, you must complete and sign a Declaration of Lost Evidence form and submit with your claim.

In the event that the required details necessary to support your reimbursement are incomplete, you will be notified by your County 4-H Cooperative Extension Office, which will likely delay your reimbursement. Allow approximately three weeks, from the date the claim is received, for the process to be complete.