



4-H Ontario

111 Main Street North  
 P.O. Box 212  
 Rockwood, ON N0B 2K0  
 Phone: 519 856-0992  
 Fax: 519-856-0515

## ASSOCIATION REPRESENTATIVE EXPENSE STATEMENT

\*Please see 4-H Ontario Travel / Expense Policies included  
 \*Please submit with original receipts within 30 days of expense.

Name:					Pay Period		
Address:				From:			
City:		Postal Code		To:			
Phone #:		Fax #					
Association:							
Position:							

Date	Description	Accom	# of km	Parking	Other	Total
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
		\$ -	0	\$ -	\$ -	\$ -

Sub Total		\$ -
Subtract deductible \$50 as per policy O-CF-01 Expenses		\$ (50.00)
<b>TOTAL</b>		<b>\$ -</b>

Office Use Only		
Chq No.	Date:	Approved by:
Charitable Receipt # (as applicable)		

This is to certify that the above expenses were incurred while on 4-H Ontario business and are to be paid back

Claimant's signature:

## **\*4-H Ontario Travel / Expense Policies**

Travel Expenses will only be reimbursed for Association Representatives or their designated alternate.

Should 4-H Associations send additional participants at their own expense, travel expenses will not be reimbursed for additional participants.

### **Additional Participants at Conferences and Annual Meetings – (Reference Policy # O-CF-01 - Consolidated)**

#### **Re-payment of Travel Expenses Association Representative Activities - (Reference Policies # B-BO-12)**

##### **For fairness amongst Association Representatives**

In all cases, the first \$50 of travel expenses related to participation in Association Representative activities will be at the expense of the participant.

In all cases, it is expected that the most economical means of transportation will be taken. (i.e. coach rate versus 1<sup>st</sup> class or business class).

An Association Representative activity is one that is initiated, administered, planned by and remains the responsibility of the Ontario 4-H Council for the purposes of conducting business of 4-H Ontario, including the Ontario 4-H Council and the Ontario 4-H Foundation. In order to make it possible for local 4-H Associations to have representation at these Director/ Association Representative activities on an equal basis, the Ontario 4-H Council offers to assist with the following travel expenses related to these activities:

- Return rail or bus from your home to the activity.
- Return airfare for those travelling to Toronto from locations greater than 450 kms away. Association Representatives are encouraged to book at least one month in advance in order to obtain reduced rates. Participants who book less than one month prior to an event and pay the higher fare (greater than 1 month booking or seat sale fare) will be expected to pay the difference.
- Bus and shuttle service from the airport to the Association Representative activity only will be covered.
- A mileage allowance at the rate of \$0.45/km, on a two-way basis. This allowance will be paid to the driver only.
- Overnight accommodations may be reimbursed if travelling beyond 300 kms to an activity. Association Representatives travelling overnight on a train can have the cost of a berth paid.
- Receipts are required for rail, bus, airfare (boarding passes), overnight accommodation and parking.
- Meals, while travelling, are not covered. Taxi fares are not covered.

**4-H Ontario respects the privacy of our members and volunteers. We are committed to ensuring the appropriate measures and safeguards are in place to protect specific information that is held for the purpose of our 4-H program. We adhere to all legislative requirements with respect to privacy. We use your personal information to keep members and volunteers up to date on activities of the Ontario 4-H Council and Ontario 4-H Foundation, including programs, services, opportunities and initiatives. For further information or to have your name removed from our database, please contact our Privacy Officer at (519) 856-0992 ext. 470; toll free at 1-877-410-6748 ext. 470; fax at (519) 856-0515 or via or at [www.4-hontario.ca](http://www.4-hontario.ca).**

### **Canada Revenue Agency – Policy Commentary – Reference Number CPC – 012 - Release Date December 3 1997 (Revised April 28, 2009)**

#### **Note: The charity represents 4-H Ontario**

A charity cannot simply issue an official donation receipt to a volunteer for the amount of the expenses, in lieu of reimbursing the expenses.

A charity can reimburse a volunteer for expenses incurred on behalf of the charity and later accept the return of the payment as a gift, provided that the amount is returned voluntarily.

The parties are encouraged to proceed by way of an exchange of cheques, that is, the charity issues a cheque to the volunteer covering the costs incurred, and the volunteer then writes a cheque to the charity for an equivalent or lesser amount. By using the cheque exchange method, a charity will have proper financial records justifying the receipt it issues to the volunteer and the volunteer can document that he or she has transferred property to the charity.