



4-H Ontario

111 Main Street N.
 Rockwood, ON N0B 2K0
 Phone: 1.877.410.6748
 Fax: 519.856.0515

**TRAVEL REIMBURSEMENT
 EXPENSE STATEMENT**

For youth attending a provincial program

Name:	
Address:	
City	
Phone #	
4-H Program:	

Date	Description of Expense	Travel Cost (i.e. Bus ticket)	# of km	Other	Total
		\$ -	0	\$ -	
				Claim TOTAL	\$ -

Notes:

Kilometers are paid at \$0.25 per kilometer.

For information about travel reimbursement and payment please see Policy 4.2.1: 4-H Operating Policies & Procedures O-M-14 Travel Reimbursement Policy

Expense forms must be submitted with original receipts within 30 days of the program completion

PARTICIPANT OR PARENT/GUARDIAN (if under 18):

This is to certify that the above expenses are accurate and were incurred while travelling to a 4-H Ontario provincial program.

Signature:

For Office Use Only:	
Percent Approved	
Paperwork attached:	Travel Subsidy Form
	Approval Letter
	Follow up letter
Date:	
Approved by:	