

4-H Ontario

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

COUNCIL DIRECTOR / FOUNDATION TRUSTEE EXPENSE STATEMENT

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

CAN 4-H On		Phone: 519 856-0992 Fax: 519-856-0515		*	Please submit w	ith original re	eceipts w	vithin 30 days of	expense.
Name:					Р	ay Period			
Address:						From:			
City			Postal Code			To:			
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Association:								our expenses	
Position:					4-H UI	itario for a	cnarita	ble tax receipt	
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, 0		Ontario 4-H Foundation	Signature Authorization	to Donate:					
Options		General Fund							
	b)	Local Association Endowment]						
		-Please include name of Association (e.g., 4-H Wellington)							
	2	Ontario 4-H Council	1						
Office Use Only							ve expenses were incurrd while on 4-H		
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Charitable R	eceint # (a	s applicable)	-						

Updated: August 2018 FORM # 6.7

4-H Ontario Travel / Expense Policies

Re-payment of Travel Expenses for Director and/or Trustee Activities (Reference Policies # O-CF-01 & B-BO-12)

A Director/Trustee activity is one that is initiated, administered, planned by and remains the responsibility of the Ontario 4-H Council and/or Ontario 4-H Foundation 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/Trustee activities on an equal basis, the Ontario 4-H Council and/or Ontario 4-H Foundation offers to pay the following travel expenses related to these activities:

- Return rail or bus from your home to the activity in the most economical method.
- Directors/Trustees Return airfare for those travelling to Toronto from locations greater than 450 kms. away. Directors/Trustees 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.
- 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. Participants travelling overnight on a train can have the cost of a berth paid.
- · Receipts are required for rail, bus, airfare (boarding passes) and overnight accommodation.
- In all cases, it is expected that the most economical means of transportation will be taken.
- · Meals, while travelling, are not covered. Taxi fares are not covered.

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

- 1. A charity cannot simply issue an official donation receipt to a volunteer for the amount of the expenses, in lieu of reimbursing the expenses.
- 2. 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.
- 3. 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.
- 4. However, provided the volunteer has a right to reimbursement from the registered charity for the expenses incurred, the charity may treat the right to reimbursement as a gift in kind and issue a receipt for income tax purposes

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