



Ventura County 4-H Reimbursement Policy

- Reimbursement requests are to be submitted prior to the 15th of the month, and payment can be expected by the end of the month.
- Requests must include a completed **4-H Expense Form** and copies of any receipts.
- The signature of the PDC Chair should also be on the expense form before submitting to Treasurer for reimbursement.