



4-H Expense Form

Check One: PCard Receipt Supply Reimbursement* Request for payment (check or invoice) Other

**If supply reimbursement, use [USNH Reimbursement Form](#). Fill out this 4-H Expense Form, if this is a 4-H Foundation Grant expense*

**Make sure to attach receipts (originals, if for reimbursement) or invoices - submit to your BSC representative*

**If this involves a 4-H Foundation Grant, please send a copy to Leah.Goelzer@unh.edu at the State 4-H Office*
Name: _____ Date of Purchase: _____

Address (only needed if reimbursement is to non-staff member):

From where or from whom was the purchase (if not clear on receipt)?

Description & Business Purpose for each receipt/expense if not clear on receipt and/or USNH Reimbursement Form (for PCard charges, only one receipt can be submitted at a time with this form) **Amount**

**Attach additional sheets, if necessary*

Fund/Org to Charge	Activity Code	Amount	Bill to a 4-H Foundation Grant?
			<input type="checkbox"/> Yes <input type="checkbox"/> No - If Yes, name of grant project: _____
			<input type="checkbox"/> Yes <input type="checkbox"/> No - If Yes, name of grant project: _____
			<input type="checkbox"/> Yes <input type="checkbox"/> No - If Yes, name of grant project: _____

**Attach additional sheets, if necessary*

List of activity codes:

UXFHDE	Dairy Events/Act. – State & Nat'l	UXFHAN	4-H Animal Science	UXFHCE	Civic Engagement
UXFHVS	Volunteer Sup-ldr Forums/trng.	UXFHHL	Healthy Living	UXFHCA	Career & Academic Success
UXFHVV	4H Horse Events/Act. State & Nat'l	UXFHVV	State Horse Events	UXFHNC	Nat'l Trips – Congress, Conference
UXFHST	4-H Science & Tech Activities	UXFHCS	Camp	UXFHTC	NH Teen Conference
UXFHTL	Teen Leadership Teams	UXFHHR	4-H Horticulture		

Complete below section for all food expenses (business meals, refreshments for meetings, volunteer food, etc.):

Name of workshop/meeting: _____

Location and date of meeting: _____

Names (under 6) or total # of attendees: _____

Description of what was discussed at meeting (or attach agenda): _____

For all supply and/or online orders, please confirm that you have received all items:

I have received all items associated with this order/expense _____

Signature