

GUIDELINES FOR PROFESSIONAL SOCIETY TRAVEL PROGRAM

1. Maximum reimbursement for Professional Society travel is \$600
2. Transfer of your approval from one society meeting to another will be made only if you request it before the initially approved meeting and the new meeting is in the same period.
3. If you are not attending this meeting, please contact Michelle Hammer Coffe as soon as possible via e-mail: Michelle Hammer Coffe, mahammer@ucanr.edu. **If you do not use this grant and do not let Michelle know, you will be ineligible for professional society meeting support funds for two (2) years.**
4. If you have access to the UC Davis AggieTravel system, you are responsible to process your own travel claim. All AggieTravel transactions are electronically routed to Michelle Hammer Coffe for approval.
5. If you are a traveler from another campus, you will need to fill out the UC ANR TEV (travel voucher form) and submit it with receipts via e-mail to Michelle Hammer Coffe, mahammer@ucanr.edu for processing in the MyTravel system. Please contact Michelle Hammer Coffe for the forms and with any questions. You also have the option of sending the original signed travel voucher and back up documents directly to:

**Michelle Hammer Coffe
Program Planning & Evaluation
2801 2nd Street
Davis, CA 95618**

6. Submit expenses for reimbursement within 30 days of completing trip. If you are traveling in June, you will need to get your AggieTravel report in and approved before the Fiscal Year Travel deadline. Funds do not roll forward.
7. [Professional Society Account Number: L-AACPTGF – 21BA2](#). The subaccount changes each quarter and that information will be in your approval email.

Key Contact(s):

**Assembly Council Program Committee Contact: Susie Kocher, Daniela Bruno, Safeeq Khan, Keith Nathaniel and Karrie Reid
Administrator of Professional Society Travel: Michelle Hammer Coffe**