

GUIDELINES FOR PROFESSIONAL SOCIETY TRAVEL PROGRAM

1. Maximum reimbursement for Professional Society travel is \$650
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 Katherine Hanke as soon as possible via e-mail: Kahanke@ucanr.edu **do not use this grant and do not let Katherine 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 Katherine Hanke for approval.
5. If you do not have access to the AggieTravel system, you will need to fill out the UC ANR TEV (travel voucher form) and submit it with receipts via e-mail to Katherine Hanke or processing in the AggieTravel system. Please contact Katherine Hanke 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:

**Katherine Hanke
Statewide Programs and REC's
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 – 23BA1](#). The subaccount changes with each call, 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: Katherine Hanke**