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## **I. POLICY SUMMARY**

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Travel expense reimbursement to attend professional society meetings is subject to approvals from the source providing the funds. All requests must be submitted to the appropriate source on the Professional Society Meeting Reimbursement Approval Request Form.

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## **II. DEFINITIONS**

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## **III. POLICY TEXT**

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### **A. Cooperative Extension Specialists**

#### **1. In-State Travel**

For in-state travel, Cooperative Extension Specialists should determine whether there is a need to attend a specific meeting for the benefit of their programs. If there is a program justification, the travel will be treated like other official in-state travel and charged to regular travel funds.

#### **2. Out-of-State Travel**

For out-of-state professional society travel, Specialists who have their supervisor's approval to attend may request reimbursement at Division expense, subject to specific fund availability, from (1) the Cooperative Extension Professional Society Travel Fund administered by the Assembly Council Program Committee, (2) regular program funds administered by the Statewide Special Program or Project Director, (3) regular program funds administered by the Department Chair or Dean, or (4) other special funds as appropriate.

### **B. Cooperative Extension Advisors**

Cooperative Extension Advisors who have their supervisor's approval to attend professional society meetings, whether in-state or out-of-state, may request reimbursement at Division expense, subject to specific fund availability, from (1) the Cooperative Extension Professional Society Travel Fund administered by the Assembly Council Program Committee, or (2) regional funds administered by the Regional Director.

### **C. Cooperative Extension Professional Society Travel Fund**

To encourage attendance of Cooperative Extension academic staff at meetings of professional societies, a fund has been set up to support transportation costs. This fund is administered by the Program Committee of the Cooperative Extension Assembly. Cooperative Extension academic staff may submit requests annually for reimbursement from this fund. After receiving approval for leave with pay (see Section 354), the staff member must submit this request, on the Professional

Society Meeting Reimbursement Approval Request Form, through the Office of Program Information and Analyses where it will be held for the Committee's consideration. The deadline for receipt of the forms will be announced in the ANR Reports each year. The following criteria, in order of priority, will be used to determine approval of transportation reimbursement by the Committee. The Committee may consult with County Directors, Special Program Directors, and Associate Deans for Extension on the application of these criteria.

1. Presentation of a paper, either by invitation or by submission.
2. Responsibility in the society meeting (such as section leader or committee chair).
3. Benefit to the person's program and Cooperative Extension.

The number of people from one county or Program Area requesting transportation reimbursement to the same meeting will be a factor of consideration to maintain an equitable distribution of funds among Extension academic employees. Reimbursement from this fund will not exceed a limit specified annually by the Committee. No person will be reimbursed from this fund for more than one professional society meeting each fiscal year (July 1 June 30). Approval is not transferable to another person or another society meeting.

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#### **IV. COMPLIANCE / RESPONSIBILITIES**

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#### **V. PROCEDURES**

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#### **VI. RELATED INFORMATION**

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#### **VII. FREQUENTLY ASKED QUESTIONS**

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#### **VIII. REVISION HISTORY**

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Format updated.