

## WHO PAYS??????

This is a **guide**; the Associate Director who serves as your supervisor can provide detailed information or answer questions. Contact your supervisor **prior** to incurring expenses from travel to be assured of reimbursement.

### 4-H Educator positions:

- Travel in your county is a county expense.
- Your county also pays travel expenses to area and state 4-H events including contests, Showcase Showdown, State Fair, etc.
- The State 4-H Office pays for lodging (based on double occupancy) and meals while at state 4-H program committee(s), planning meetings, or specific 4-H trainings.
- Travel expenses (mileage and meals not provided as part of the training) to state Extension meetings held outside your county such as New Employee Training, EPIC, or other training is also a county expense. The state Extension budget pays for lodging (double occupancy) and meals during the training. Always read the information sent out prior to these meetings for details on a specific meeting. The UW Extension Policy Manual states that failure to participate in state meetings fully, may result in the employee incurring individual expense.
- Area meetings – travel to area meetings is a county expense.

### Area Educator Positions (CDE, NFS, Ag & Hort, Rangeland):

- Travel in your home based county is a county expense.
- The county in which you are housed also pays mileage to initiative team/issue team meetings, state trainings such as EPIC, New Employee Training, or other required training.
- The State Initiative Team budget pays for motel (based on double occupancy) and meals while at initiative team meetings. Mileage to State Initiative Team meetings or training is a county expense (home based county).
- Initiative Team ISSUE teams – issue teams develop programs for statewide use. Individuals serving on an issue team are eligible for reimbursement including mileage, meals, and motel based on double occupancy (if face to face meetings are required to complete the work of the team). The State Initiative Team Chair can provide information on what the team budget has planned for issue teams.
- Travel expenses (mileage and meals not provided as part of the training) to state Extension meetings held outside your county such as New Employee Training, EPIC, or other training is also a county expense. The state Extension budget pays for lodging (double occupancy) and meals during the training. Always read the information sent out prior to these meetings for details for a specific meeting.
- Area meetings – travel to area meetings is a home based county expense.
- Area Travel for programming – area educators have funds available to support travel within their assigned area that is required outside of the home based county. These funds, provided through the state extension budget include mileage, motel, and meals as necessary.

- Travel outside of your assigned area requires prior approval and determination of funding support. Submit the Official Leave Request on the UWE Employee Resources web site as early as possible.

#### **State Assignments –**

- Educators are periodically asked to serve on statewide committees. Examples might be academic planning, civil rights, extended term and promotion state committee, or other special assignments. In general, the State Extension Office picks up expenses incurred as part of your assignment. Ask in advance who funds travel if required and other expenses.
- Out of state meetings representing UW Extension – check with your supervisor.

#### **Professional Association National Meetings -**

- New hires receive up to \$2,000 to attend the professional association meeting designated by their Initiative Team once during the first two years of employment. Specific associations have been approved by each initiative team. You will be provided details during orientation with the staff development coordinator.
- UWE also supports participation in extension professional association national meetings beyond that designated for new employees. \$500 is provided to each educator attending a professional association conference. An educator can also request an additional \$500 toward attendance costs in the following situation(s):
  - Selected to present scholarly output at the national meeting. These generally are presentations such as posters, oral presentations, and/or papers.
  - Elected or appointed to a leadership role in their professional association that requires attendance at the national conference.
  - Refer to Funds to Support Professional Associations and Funds to Support In-Depth Training for specific details.
- Educators are also expected to explore funding from other sources to cover the cost of attending the national meeting. Some counties have funds budgeted for out of state meetings – check with the county coordinator on the policy and availability of funds. Some of the state professional extension associations may also have resources to assist with funding these trips. Check with the president of your state association.
- Joint Council of Extension Professionals (JCEP) – each professional extension association may send at least one representative to this annual leadership meeting. Extension Administration provides a set amount (\$1500) annually for each of the five professional organizations (WAE4-HA, WEAFCs, WACDEP, WACAA, and ESP). Many associations utilize all or part of these funds in support of the JCEP meeting.

### **Other Professional Improvement Opportunities**

- UWE supports content related in-depth training for educators to stay current in their respective fields or for their professional skill development.
  - In-depth training funds are available to individuals, teams or groups of educators.
  - Request for In-depth Training funds MUST be submitted to the appropriate supervisor PRIOR to registering and making travel arrangements.
  - Refer to Funds to Support Professional Associations and Funds to Support In-Depth Training on the UWE Employee Resources web site for specific details.
- Funding for non-state supported Extension training may be available from several funding sources. The county, in which an educator is based, should have funding for some professional development.
- Extension Administration reviews all requests and determines if financial support is provided.