

**New Employee National Meeting Travel Allowance
Guidelines
Effective for all UW Field staff hired After July 1, 2005
(Extension Educators – 4-H, AG and HORT, RANGE, NFS, CDE)
Updated 12/6/2016**

Travel expenses will be provided for new employees to attend a national meeting the first time. New employees have a 2 year window to access these funds for their first time attendance at a national meeting. Eligible meetings, identified by the respective state associations, include:

- 4-H: NAE4-HA – National Association of Extension 4-H Agents
- CDE: NACDEP (Primary) – National Association of Community Development Extension Professionals; CDS (Community Development Society) is the secondary choice
- NFS: NEAFCS (Primary) National Extension Association for Family and Consumer Sciences; SNE (Society for Nutrition Education) is the secondary choice
- RANGE: SRM (Primary) Society for Range Management; ANREP (Association of National Resource Extension Professionals) is the secondary choice
- AG and HORT: NACAA (National Association of County Agricultural Agents)

Expenses covered include:

- a. Conference Registration Fee – Utilize early registration fees - **Contact Cathy Shuster to facilitate registration payment. You must be a member of the association before registering – check with state president or treasurer to join.**
- b. Hotel – based on double occupancy where possible
- c. Meals not provided as part of the conference
- d. Transportation – Air fare or mileage – Travel should be coordinated with other UWE Association members traveling from Wyoming. Travel from Home County to airport is a county expense. **Contact Ann Roberson to facilitate purchase of airline ticket.**

Please follow these steps for the New Employee National Meeting Allowance:

1. Request official leave from your supervising Associate Director prior to making arrangements for the conference.
2. Upon return from trip, submit daily travel expenses schedule to Ag Business Office (Jolene Pantier) with original, dated receipts. If traveling by air, please keep gate passes to submit with invoice for reimbursement.
3. Within three months of the conference, submit a report, no longer than one page in length of how this conference was beneficial to you in your career to supervising associate director.
4. Total travel allowance should not exceed \$2000 per individual. All travel funds provided by other sources should be deducted from above allowance.