

**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 5/11/2020)**

Up to \$2,000 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)

Allowable expenses 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 – Often the hotel reservation is required as part of the conference registration so Cathy will also make the hotel reservation. Lodging expenses are covered the night before the conference officially begins and the last night following the end of the conference. Lodging is based on double occupancy whenever possible. Employee is responsible to pay for the room upon check out.
- c. Meals not provided as part of the conference
- d. Transportation (air fare or mileage) – If flying, travel from Home County to the airport is a county expense. Deb at Laramie Travel (307-) makes flight arrangements for UW Extension when the flights are being paid for by Extension. Please contact Deb to book your flights. If driving, travel should be coordinated with other UWE Association members traveling from Wyoming.

Employees who desire to participate in pre or post conference activities may do so at their own expense (lodging, meals, travel, etc.). The National Meeting Travel allowance covers only the activities included in the registration fee, lodging for the dates of the conference, and meals not included in the conference registration which are consumed during the conference.

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

1. Request official leave from your supervisor prior to making arrangements for the conference.
2. After the conference, submit remaining expenses through WyoCloud Financials. You will need to attach a conference schedule which includes the meals provided during the conference, receipt for lodging, and receipts for miscellaneous transportation (taxi/shuttle from airport to conference hotel).
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.