



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:

- The County in which your office is based pays travel expenses to 4-H events including contests, Showcase Showdown, State Fair, State 4-H Leaders Conference, and travel within your county. The County also pays mileage to State Initiative Team meetings, and state trainings such as EPIC, New Employee training, or In-Depth training.
- The State Initiative Team budget pays for motel (based on double occupancy) and meals while at initiative team meetings. The team also provides motel and meals while at initiative team training. The rationale is that the county that you are assigned to work in receives the benefit of your training.
- 4-H 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.
- State meetings such as New Employee Training, EPIC, In-Depth Training held in Laramie – travel to the meeting (mileage and meals not provided as part of the conference) are a county expense. The state extension budget pays for motel and meals as part of the conference. Always read the information sent out prior to these meetings for details for 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, PSAS, SMRR):

- Travel in your home based county is a county expense. The county in which you are housed also pays mileage to initiative team meetings, state trainings such as EPIC, New Employee training, or In-Depth training.
- The State Initiative Team budget pays for motel (based on double occupancy) and meals while at initiative team meetings. The team also provides motel and meals while at

initiative team training. 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.
- State meetings such as New Employee Training, EPIC, In-Depth Training held in Laramie – travel to the meeting (mileage and meals not provided as part of the conference) are a county expense. The state extension budget pays for motel and meals as part of the conference. Always read the information sent out prior to these meetings for details for a specific meeting.
- Area meetings – travel to area meetings is a county expense.
- Area Travel for programming – each area educator has up to \$1700 annually for area travel paid by the state extension budget which can include mileage, motel, and meals if required within your assigned area, outside of your home based county. Educators who have needs which exceed this amount should contact their supervisor (Associate Director) to discuss additional funding.
- Travel outside of your assigned area requires **prior** approval and determination of funding support. Contact your Associate Director.

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 budget picks up expenses occurred 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.

National Association Meetings -

- New hires receive up to \$1500 to attend a professional association meeting once during the first two years of employment. Specific associations have been approved by initiative teams. You will be provided details during orientation with the staff development coordinator.
- Educators attending national association meetings after the new hire funding provided in the first year – support for travel, registration, hotel, meals can be explored from various sources. Some counties have funds budgeted for out of state meetings – check with the county coordinator on the policy and availability of funds; at the state level partial funding may be provided through professional development funds (Bob Frary Fund) with a limit of \$500 per year. Some of the 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

- 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. If expenses will exceed funding available from the county, educators may apply for professional development funds from State Extension. A request for training funds should be submitted to the state Federal Relations and Staff Development Coordinator **prior** to incurring the expense. Extension Administration reviews all requests and determines if financial support is provided. The training request form is found on the UW Extension Web site under reporting forms, below the training plan. Contact the staff development coordinator with questions.