

Policies and Procedures for Distribution of Administrative Travel Funds Through
The Utah Association of County Agricultural Agents

A total of \$2500.00 is allocated to the UACAA by Utah State University Extension administration for purposes of assisting Association leadership with travel in the course of conducting Association business. These funds shall be disbursed annually as follows:

- A. \$600.00 to the UACAA President to attend the PILD Conference in Washington, D.C.
- B. \$400.00 to the UACAA Vice President to attend the Western JCEP meetings.
- C. \$400.00 to the Distinguished Service Award winner to attend the NACAA AM/PIC.
- D. \$400.00 to the Achievement Award winner to attend the NACAA AM/PIC.
- E. \$350.00 to the UACAA Vice President (voting delegate) to attend the NACAA AM/PIC.
- F. \$350.00 to the UACAA President to attend the NACAA AM/PIC.

These funds shall be distributed to the above named recipients by using the USU Travel Authorization website and charging the specified amount to index A05546. Once the TA has been completed it must be submitted and approved through the website.

DSA and AA winners will receive a copy of these policies and procedures to know how much to request on the TA.