

Utah Association of County Agricultural Agents

Policies and Procedures for Distribution of Administrative Travel Funds – May 2021

A total of \$2500.00 is allocated annually 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 Public Issues Leadership Development Conference (PILD) in Washington, D.C.
- B. \$400.00 to the UACAA Vice President to attend the Western Joint Council of Extension Professionals (JCEP) meetings.
- C. \$400.00 to the Distinguished Service Award (DSA) winner to attend the National Association of County Agriculture Agents Annual Meeting/Professional Improvement Conference (NACAA AM/PIC).
- D. \$400.00 to the Achievement Award (AA) 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.

Items A-F shall be distributed to the above named recipients by using the USU Travel Authorization (TA) website and charging the specified amount to index A05546. Once the TA has been completed it must be submitted and approved through the website.

A one-time allocation of \$1,055 is available to each association member in good standing at the time of the 2020 Annual Meeting, February 27th, for the purposes of assisting with travel to professional development conferences associated with either the Regional, or National Association of County Agriculture Agents.

- [View list of 2020 members](#)
- To request approval to utilize funds, send an email stating the amount requested and intended use to the Association's Treasurer and the Area Director prior to April 1 of each year.
- Funds are distributed in June.
- Retired faculty/lifetime NACAA Members are eligible to utilize funds