**Utah Association of County Agricultural Agents**

**Policies and Procedures for Distribution of Travel Funds – May 2024**

A total of $2,500.00 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.

A total of $2,500 is allocated annually from membership dues to also aid in assisting Association Leadership with travel in the course of conducting Association Business.

Whatever money isn’t used each year, will roll-over to the next.

1. $1,200 to the UACAA President to attend the Public Issues Leadership Development Conference (PILD) in Washington, D.C.
2. $800 to the UACAA Vice President to attend the Western Joint Council of Extension Professionals (JCEP) meetings.
3. $800 to the Distinguished Service Award (DSA) winner to attend the National Association of County Agriculture Agents Annual Meeting/Professional Improvement Conference (NACAA AM/PIC).
4. $800 to the Achievement Award (AA) winner to attend the NACAA AM/PIC.
5. $700 to the UACAA Vice President (Voting Delegate) to attend the NACAA AM/PIC.
6. $700 to the UACAA President to attend the NACAA AM/PIC.

The allotted funds for items 1-6 may be used by using index A37478.

The one-time allocation of $1,055 is available to each 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 Agricultural Agents.

* The list of members who have access to these funds can be found [here.](https://usu.app.box.com/s/diyx9q3vcscroskfdioms9h4kepkbfv5)
* To request approval to utilize funds, send an email stating the amount requested and intended use to the Association’s Treasurer and Area Director prior to April 1st of each year.
* Funds are distributed in June.
* Retired faculty/lifetime NACAA Members are eligible to utilize funds.