Budgrets and New Hires  -- Casey
The quarter four budget information will be emailed out to the supervisors. All new hires need to be routed through the state office. As NEA’s turn over please make sure that we are getting the NEA Equipment Kits back (see supply list at end of the scoop). If you didn’t get one at last year’s conference or need replacement parts for broken or damaged pieces please email Amanda Chesbrough.

We have two new people to introduce to you from the State Office. Amanda Chesbrough is our new Staff Assistant she is replacing Caleb. She will be filling your supply orders, sending out calendar events etc. Her email is amanda.chesbrough@usu.edu. We would also like to introduce Alicia Nyman. She is replacing Gayla and will be helping us with travel, payroll and reimbursements. Her email is alicia.nyman@usu.edu.

Pictures, Outreach and Marketing  -- Jocelin
Thank you for sending in your photo release forms. If you have yet to do so please email them to Jocelin. We love your pictures! Please continue to take pictures at your classes and events and send them to us. Continue to collect email addresses for the Eat Well Utah newsletter. This helps to increase our outreach to those we serve. We have a couple more editable flyers available for recruiting. Some NEAs use these calendar-style flyers to advertise and hang in areas where our target population gathers. Other NEAs are using calendars to share with agency managers or contacts so they are aware of our upcoming classes (DWS, WIC, Food Pantry managers, Schools, etc.). Whichever your desired use, we hope these help get the word out about your upcoming classes! The calendar flyers are on the staff website under Recruiting and Marketing > Recruiting and Marketing Materials.

Google Calendar – LaCee
Thank you for using the Google Calendar. Please continue to put all of your events and classes in here. Remember that DWS has access to this calendar and can see what events we are having and where.

Travel and P-Cards – Rachel and Alicia
An open TA is no longer required if there is no travel reimbursement is needed or to be covered by university insurance. If you have just one travel reimbursement then you can just submit TA. If you have more than one then you will need an
open TA. A separate TA is needed for overnight or multi-day trips such as annual conference. Please see the screenshots at the end of the newsletter for an example of how to do a Travel Authorization in Servicenow.

If in a car accident while working you must use your own insurance first. University insurance will cover if something tragic happens, after you use your own insurance.

Our P-Card contact is Rachel. To change the default index etc. go to usu.service-now.com.

**Social Media -- Hannah Moore: Kids Create**

There is a month left on highlighting fruits and vegetables. Share posts because it helps increase visits to the Kids Create Blog.

**Piute County -- Mekeisia Westwood**

We are working on 3 community gardens currently. We found the plots and planted the gardens. Now we are maintaining them and are going to use the produce at food pantry to promote healthy eating. We had food camps and activity day camps with nutrition. Currently we are working with the health department on doing an 8-week challenge with adults and will hopefully get a similar challenge set up with the elementary schools.

**Rich County --**

No Report.

**Salt Lake County -- Melanie Jewkes**

We are working still working on our community gardens. We have had a few farm fresh activities and we started doing Food, Fun and Reading classes. Currently we have 5 markets rolling and working with double up food bucks.

**San Juan County --**

No Report.

**Sanpete County --**

No Report.

**Sevier County --**

No Report.
Summit County --

No Report.

Toole County – Sarah Patino- email

Tooele is currently at the fair taking down all our exhibits. The Health & Safety Expo went really well. We have nutritious snacks, Farmers with veggies & fruit, physical activities & more. We used our blender bikes all 3 days of fair. We went through almost 4 gallons of smoothies. We advertised milk & Dairy & healthy eating in multiple venues. We used punch cards to get people around the fairgrounds. On the punch cards if they went to a specific area they received a sticker & then a string cheese or apple or bag of baby carrots, etc. We painted a large SUV into a cow & took healthy food donations. We most likely received several hundred pounds of food plus we are donating all our leftover cases of apples & oranges.

Uintah/Daggett County --

PSE project get started on the reservation.

Utah County - Cathy Merrill

New NEA is almost up to speed and is shadowing. Our county fair is next week. We have more Food, Fun and Reading classes coming up as well as more Family Mealtime classes.

Wasatch County --

No Report.

Washington County – Dayle Marie Eves

New NEA is almost up to speed and is shadowing. Can Toole share ideas for county fair to be used next year? We are currently recruiting for fall to get out Food, Fun and Reading classes going.

Wayne County -- Kate Chappell

Our recipe packaging bags are going well and are well liked.

San Juan County - Sharon Lloyd

We just finished our county fair. We had a wheel for kids to spin. They got a nutrition question based upon the color the wheel landed on and they got a little
prize. We just finished our Kids Camps. 7-8 year old’s camp went very well. 8-14 year old’s camp: all 3 of the them went very well. The best camp was the Food Science camp. We have kids and parents looking forward to these camps next year. Our recruiting strategies for the camps are the United Way flyer for summer camps, Headstart flyers, and word of mouth.

**Next Meeting**

**Next Meeting**
August 20, 2018- Statewide Training Meeting

September 4, 2018- Reporting Counties: Beaver, Box Elder, Cache, Carbon, Davis, Duchesne/Uintah/Daggett, Emery, Garfield, Iron, Juab, Kane, Millard

Social Media: Eat Well Utah, Kids Create

**CREATE BETTER HEALTH KITS**
Included in this kit are many of the items you will need to successfully teach the new Create Better Health Curriculum. We hope these kits help you bring the curriculum content to life and motivate your participants to get cooking for a healthier future.

**Kitchen Tools**
- Can opener
- Casserole dish- 6 cup
- Chef’s knife
- Cutting boards- set of 3
- Ladle
- Liquid measuring cup
- Measuring cups
- Measuring spoons
- Mixing bowls- 3&5 quart
- Omelet pan
- Paring knife
- Serving spoon
- Stirring spoon
- Soup pot- 5 quart
- Spatula turner
- Stirring spoon
- Trivets x 2
- Vegetable peeler
- Vegetable scrubber

### Small Appliances

<table>
<thead>
<tr>
<th>APPLIANCE</th>
<th>CREATE LESSON*</th>
</tr>
</thead>
<tbody>
<tr>
<td>12” ELECTRIC SKILLET</td>
<td>Skillet meal, stir fry, omelet, amazing veggies</td>
</tr>
<tr>
<td>NINJA BLENDER</td>
<td>Smoothie, soup</td>
</tr>
<tr>
<td>HOT PLATE</td>
<td>Omelet, soup</td>
</tr>
<tr>
<td>TOASTER OVEN</td>
<td>Pizza, casserole, fruity dessert, amazing veggies</td>
</tr>
</tbody>
</table>

*Create lesson appliances are just suggestions, of course feel free to use any tool for any lesson!

### Instructions for Travel Authorization/Reimbursement

Travel Authorization (TA) or Travel Reimbursement (TR)

Before the date of travel Log in to Service now https://usu.service-now.com/usu/welcome.do

Select the “Service Catalogs”

Then “Business Services”

“Travel Forms”

“Travel Authorization”

Fill out the form to the best of your knowledge.

If there are changes that need to be made once a travel Authorization is approved we can make those changes and make notes to why there are changes on the travel reimbursements.

After the travel authorization has been approved and your travel is complete.

Log back into service now following the same steps as above but select “Travel Reimbursement” instead of Travel Authorization.
Travel Requests
College of Agriculture and Applied Sciences / Extension

Travel Authorizations

- TA’s should complete the approval process before travel begins. If it has not been approved there is no guarantee that your travel will be reimbursed.
- Year-long (open TAs) should be for mileage only. These are for under 12-hr/day trips.
- Include actual dates of meeting and/or conference. Attach agenda for conference.
- Attach or include itinerary in the comments. Include personal days or multiple destinations with dates.
- When requesting Automobile at Airfare Rates use Travelocity or similar online tools to research the average cost of airfare for the destination at least two weeks before travel. Attach the airfare comparisons to the TA, along with estimated associated expenses for flying i.e., mileage, parking, transportation, baggage, etc.

Submit a travel authorization prior to traveling on University business.

TRAVEL AUTHORIZATION
This form is used to request pre-travel authorization. Complete the Travel Reimbursement form for pre-travel & post-travel reimbursements.

Note: If documentation is required, drag & drop documentation onto this request form to attach.

- Create a nickname for your TA. This may be selected when submitting your Travel Reimbursement.
- Enter nickname for your TA: John Doe

Department College

- Select the option(s) that apply to your travel, then complete the respective section(s) below.
- Select Airfare, Lodging, Meals, Transportation, Parking

Enter All
Tab over and the rest of the information will populate.

Additional Travelers
If traveling with other USU Employees or youth who will not be submitting a Travel Authorization. If traveling with someone you are related to please fill out Companion Travel Approval Form. http://travel.usu.edu/files/companion_travel_approval.pdf
Travel Reimbursements

- Itemized receipts must be attached. If possible attach as one document. Circle reimbursable amounts. Include notes or calculations to clarify a confusing receipt. Include receipt for items not being reimbursed for but pertain to the travel (registration, airfare purchased through Christopherson, etc.)

- Include actual dates of meeting and/or conference. Attach agenda for conference.

- Attach or include itinerary in the comments. Include personal days or multiple destinations with dates.

- When prorating expenses (personal travel, etc.) show this clearly on the receipt.

- For mileage reimbursement include map.

- TR's for open TA's should not have food/lodging. These are only for day trips with fewer than 12 hours. Include a mileage log with date, miles and purpose.

- Include notes about anything that is out of the ordinary.

If TA was submitted through Service Now Select TA. This will autofill the rest of the form. If not select reason. You will need to fill out the rest of the form.
Fill in amounts and payment method. For Other Expenses list what expense was for in the comments.

Meals
Insert or remove any amounts.
Include a schedule or agenda for events whenever possible to confirm meals provided and dates of events. If claiming actuals put the amount on the receipt. If reimbursement for actual costs for any given meal is requested, then ALL meals for THAT DAY of travel must be reimbursed at actual costs.
Travel days are always first and last day and paid at 75%.
For single day travel where the individual is in travel status for more than 12 hours but is not required to stay overnight, the meal reimbursement will be at the actual cost or 75%.

Index
Check index and correct if necessary.
Once index has been entered another box will populate for multiple indexes.
Please enter amount or percentage that should go to each index.
Be clear about remaining amounts. For Example: A00000 600.00 A00001 200.00 A00002 Remaining

Comments
Please leave comments. This will help to get the TK processed without having to ask questions.

Estimated amount will not be correct if there is mileage reimbursement.