Guidelines for Supporting Extension County Agent Traveling on Non-District Funds

Adopted March 1, 2013

County agents are very appreciative of professional development opportunities provided by specialists throughout the year. We are streamlining our procedures to reduce paperwork and increase efficiency for travel funds made available to county agents. Simply stated, we are decoupling the travel approval and travel reimbursement process.

Travel Approval:

County Extension agents must seek approval from their district director to travel outside of their assigned location. This approval is typically in the form of a Travel Authorization Letter issued from the district director. While it is the agent’s responsibility to seek this approval, specialists can support the process by copying the district director or program development coordinator on all related communication.

Travel Reimbursement:

Reimbursement for travel is an agreement between the specialist and agent. Specialist should communicate any offers of funding in writing to the agent prior to travel with copies to the specialist’s department head, specialist’s accountant, agent’s district director, and agent’s program development coordinator.

After travel the agent will submit their travel expense statement directly to the specialist. The specialist’s department head will sign the agent’s expense statement as the approving authority. If the specialist’s department would like the agent to initiate an electronic check request or out of state travel authority at the county level, they will need to furnish the agent with the appropriate account number.