



**Virginia Cooperative Extension**  
**Professional Association Travel Guideline**

Principle

Virginia Cooperative Extension remains committed to the continuous professional development of our extension faculty. Said development contributes to augmenting the scholarship base not only within the faculty member’s primary program area, but also to the field of extension work as a whole. Extension A/P field faculty attendance at respective annual national and state professional association meetings is encouraged, recognizing that such attendance is a shared investment by both faculty and the agency.

Hosting a national professional association meeting in Virginia can result in additional professional development related expenses above and beyond the schedule presented below. Agents that have formal responsibilities as a result of hosting a national meeting should consult with their District Director to discuss additional funding opportunities. District Directors will facilitate a consistent approach statewide.

Organizational Guideline for Annual National Association Meetings

State Program Funds are available for extension A/P field faculty to participate. These funds are applicable to attendees, or for those participating via poster or presentation. In accordance with [VT Procedure 20335a](#), the following protocol shall be utilized.

1. Prior to attending, the faculty member completes a TA through the TEM system.
2. The District Director will approve, return for correction, or deny the TA.
3. If approved, the faculty member personally pays for all expenses to attend.
4. Upon returning, the faculty member completes a TR through the TEM system.
5. The faculty member is reimbursed up to the amounts specified in the schedule below.

Schedule

<b>Activity*</b>	<b>Total Reimbursement (\$)</b>
Attendance only	Up to 400.00**
Attendance and Poster(s) Presented	Up to 500.00**
Attendance and Presentation(s)	Up to 1000.00**

\* Per Fiscal Year

\*\* If a faculty member provides a poster and gives a presentation (e.g. workshop, seminar, etc.), the maximum reimbursement is \$1000.00. If more than one faculty member are co-presenters then the faculty members will share the reimbursement dollars. (Example 1: Two co-presenters for an oral presentation share \$1,000 and \$400 or \$1,400; \$700 per presenter, Example 2: Four co-presenters for a poster presentation share \$500, \$400, \$400, and \$400 or \$1700; \$425 per presenter)

Organizational Guideline for Annual State Association Meetings

State Program Funds from the District Director are available for extension A/P field faculty to participate in the annual meetings of VESA, VAE4-HA, VEAFCFS, VAAEA, Epsilon Sigma Phi, ANREP or NACDEP. These funds are applicable to attendees who are members of the respective association(s). These funds shall not be used to pay annual association dues. In accordance with [VT Procedure 20335a](#), the following protocol shall be utilized.

1. Prior to attending, the faculty member completes a TA through the TEM system.
2. The District Director will approve, return for correction, or deny the TA.
3. If approved, the faculty member personally pays for all expenses to attend.
4. Upon returning, the faculty member completes a TR through the TEM system.
5. The faculty member is reimbursed up to the amounts specified in the schedule below.

Schedule

Activity*	Total Reimbursement (\$)
Attending VESA, VAE4-HA, VEAFCFS, VAAEA, ESP, ANREP, or NACDEP	100.00**

\*Per Fiscal Year

\*\*If a faculty member attends one or more of the above activities the maximum reimbursement is \$100.00

Effective for FY 2013

Revised December 2018