

Quad Counties Guidelines and Procedures for Professional Development Funds

Guidelines and Procedures:

1. Submit the Quad Counties Professional Development Application form and a copy of the agenda or brochure describing the professional development opportunity, at least 30 days prior to the event to your County Director for approval. The form may be found at the Quad Counties website: <http://www.uwex.edu/ces/quadcounties/>
2. Since professional development is designed to enhance your programming efforts, a report or success story for the current year's program must be filed in the Planning and Results System, in order to be considered for professional development funds.
3. Funding may be used for local and out-of-state educational experiences, including workshops, conferences, and seminars that may be offered by UW-Extension or other universities, organizations, agencies, or businesses.

Reimbursement requests should be for the actual anticipated amount to be requested. This means that underestimating costs and then overspending the requested amount does not necessarily mean that the request for additional reimbursement will be honored. Make your estimates for expenses as accurate as possible – check travel costs, lodging expenses, etc. prior to making the request.

4. The maximum amount is \$500 per person or as determined by your County Director. If funds are available at the end of the fiscal year, additional funds may be made available upon request. All decisions will be made on a case-by-case basis.
5. Follow the state guidelines for reimbursement of expenses. The University of Wisconsin Travel Expense Report and receipts must be submitted to your County Director's office within 60 days of completing the professional development activity, or by June 6th, in order to be processed in the current fiscal year. The travel forms and Pocket Travel Guide can be found at <http://www.uwsa.edu/fadmin/publicat.htm>
6. Documentation must show that the professional development opportunity requested, has a clear relationship to the individual's current or future Extension program and is part of a professional development plan. **For requests to attend professional conferences or association meetings: priority will be given to individuals presenting, who have a leadership role, and/or those receiving awards.**
7. Professional development reimbursement requests should be submitted as early as possible to allow for processing time. If a traveler submits a professional development opportunity request the week of the event, they should plan to cover all expenses on their own, and not assume that the request will be approved or reimbursed.
8. Within **one month** of completion of your professional development experience prepare a written summary of your experience to share with others and possibly give a short presentation at an all-staff meeting. Please forward a copy of your summary to Lisa Lake by electronic mail for the QC e-mail updates within three weeks of your event.
9. *If you have any questions, please contact your County Director or Lisa Lake.*