

UT EXTENSION
GUIDELINES RELATED TO ATTENDING
ASSOCIATION MEETINGS

The University of Tennessee Extension encourages employees who have completed their probationary period with The University of Tennessee Extension to participate in annual meetings of national associations.

National associations include but are not limited to the National Association of County Agricultural Agents, National Extension Association of Family and Consumer Sciences, National Association of Extension 4-H Youth Development Professionals, Epsilon Sigma Phi, Black Extension Professionals, the Extension and Research Support Staff Association, the Association of Natural Resource Extension Professionals, the National Association of Community Development Extension Professionals, and the National Association of Extension Program and Staff Development Professionals.

Meetings associated with routine Extension business are not included in this guideline.

- Attendance at national association meetings is limited to one per calendar year. More than one meeting may be attended for presenters, state and national association officers, and recipients of national awards. Additional meeting attendance is subject to dean, regional director, department head, or director approval and the availability of adequate funding.
- State E-, I-, Development, and Foundation accounts and/or other external sources of funds may be used to pay for travel.
- International travel must be pre-approved through the travel system.
- Travel to and from the national meetings shall be not more than one (1) day in each direction. Time used exceeding one (1) day will be charged to annual leave.
- As a general rule, the office should strive to remain open to meet client needs, and arrangements should be made to cover the office during regular office hours.
- Reimbursement for national meetings is subject to all University travel policies (FI0750 – Travel Policy) and restrictions associated with grant funded positions.
- Non-exempt employees will account for time as stated in HR0480 – Work Schedules, HR0445 – Overtime Compensation, and FI0930 – Payroll, paragraph 12. Consult with the appropriate dean, regional director, department head, or director for guidance on accounting for compensatory time.