Cooperative Extension supports employee engagement in appropriate professional development activities. These activities include training provided by Cooperative Extension; active participation in professional organizations; the reading of professional periodicals, trade journals, and books; and attending professional meetings at the state, regional, and national level as appropriate. While attendance at out of state meetings is one form of professional improvement, it is neither a requirement nor an expectation on an annual basis.

Program Leaders, District Directors and Department Chairs will handle requests for additional financial support of travel to meetings beyond that already budgeted by county, district, or departmental resources on a case-by-case basis. Employees should identify travel for professional development in their Plan of Action and discuss the results at their annual review.

Send all financial assistance requests beyond that already allocated in support of the employee to the responsible Program Leader and District Director or Department Chair. The Program Leader and District Director or Department Chair will jointly approve or disapprove the request. All requests should include a brief justification addressing the following:

1. Name, time, and place of the meeting
2. Purpose of the meeting
3. Benefit to the unit (district, department, county, etc.) and the people of the state
4. Benefit to the participant (refer to POA, if written into a plan)
5. Costs to be incurred—registration fees, room, meals, state or county motorpool, rental car, airfare, etc.

Identify cost-share funding sources