

NDSU Extension Travel Guidelines
Professional Development for Specialists
International Travel, Use of State Appropriated Funds

NDSU Extension is committed to ongoing professional development of Extension Specialists. This is evidenced through operational travel support provided at the Research Extension Centers (REC's), departments and schools on main campus and the offices of the program leaders. NDSU Extension recognizes that in some instances, the most appropriate professional development opportunity may be offered at an international location. NDSU Extension also recognizes and supports specialists in submitted poster presentations, as an invited presenter and as an invited keynote speaker. In an effort to ensure transparency and accountability, the following guidelines should be adhered to when planning to use state appropriated funds to support the professional development.

1. Per university policy, request for international (out-of-state) travel must be completed at least 30 days prior to travel
 - a. The relevance of professional development opportunity to Specialist's position and scope of work must be documented in the "Purpose of Travel" section of the electronic "Authorization" form. This description should provide adequate justification for attendance of the meeting to the respective program leader and associate director for authorization of funding.
2. Upon return and prior to reimbursement authorization, submit the agenda plus a one-page trip report to include:
 - a. Sessions attended
 - b. Lessons learned
 - c. Contacts or networks developed
 - d. Plans for potential programming because of attending professional development
3. The amount of state appropriated funds allotted for international travel varies by level of engagement by the traveler. These funds are NOT in addition to professional funds allotted at the beginning of the fiscal year, nor is there a guarantee the funds will be available every fiscal year. Amounts listed are maximum per fiscal year.
 - a. Attend and participate in professional development, \$1,000
 - b. Submitted poster display or oral presentation, \$1,750
 - c. Invited keynote speaker, \$2,500

Furthermore, any poster or presentation must include appropriate NDSU Extension branding and acknowledgement. Additional sources of international travel support such as support from organizing committees, sponsorships, grants, gifts, foundation or local funds as well as personal funds may also be utilized.