

## Traveling with Clientele

### Out of State – requiring overnight travel

For out-of-state requests, agents must request permission via the myUK system, and provide additional information and justification. Agents also need to complete Request for Authorization of Out-Of-State/Country Travel form and send to their Area Extension Director at least one month in advance for approval.

1. Extension Agent professional development trips should be limited to a max of two (2) trips every year regardless of the source of funds. Request approval from AED, with final approval made by the Regional Extension Director
2. All overnight trips, agent retreats, trips **involving clientele participation** or professional development trips not associated with Extension associations which are out of state or international must be approved by the AED, with final approval made by the Regional Extension Director.
  - a. Supervisor approval must be obtained prior to making education trip arrangements.
  - b. Approval from AED via email approval and using myUK.
  - c. Approval from Regional Extension Director via email approval and copied to AED
  - d. Approval Requests for the trip must include:
    - i. Clear, easy to understand educational objectives with clear benefits to the county program.
    - ii. A descriptive itinerary that clearly links to educational objectives.
    - iii. Explanation of why the venue or location of the opportunity is the most desirable to meet the educational objectives.
    - iv. Evidence that the outcomes and county benefits have been described and shared with county District Board members (Litmus test is: How would this look as headlines in the local paper?)
    - v. If agent is traveling with clientele, a risk management plan must be provided, and receive AED approval via email.
  - e. Expenses for trip may not be reimburse if proper supervisory approval has not been obtained prior to travel.

## **Out of State Travel – NOT requiring overnight stays**

NOTE: Border-county agents traveling across state lines in the scope of their normal duties are not required to request permission. (Example: traveling across state lines to purchase supplies.)

1. Out of State Travel - Agent only - No Overnight Stays
  - a. Request approval from AED using myUK.
2. Out of State Travel - Multiple Agents only – No Overnight Stays (Examples: Field Days in neighboring states, day-long programming retreats with agents in adjoining state, etc.)
  - a. Request approval from AED using myUK.
  - b. Provide itinerary with educational objectives for the day.
  - c. Evidence that program will provide benefit to local programs.
3. **Out of State Travel - with Clientele - No Overnight Stays**
  - a. Supervisor approval must be obtained prior to making education trip arrangements.
  - b. Request authorization from the AED through myUK system.
  - c. Provide a risk management plan and receive AED approval via email.
  - d. Provide clear educational objectives for the trip plus an itinerary via email to the AED for approval.
  - e. Provide an explanation to the AED of why the venue or location of the opportunity is the most desirable to meet the educational objectives.
  - f. Expenses for trip may not be reimburse if proper supervisory approval has not been obtained prior to travel.

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