

GUIDELINES FOR PROFESSIONAL SOCIETY TRAVEL PROGRAM

1. Maximum reimbursement for Professional Society travel is \$650.
2. Transfer of your approval from one society meeting to another is generally not allowable unless you receive prior approval.
3. If you will not attend your meeting, please contact Lauren Tehrani (lbtehrani@ucanr.edu) immediately. Failure to notify us in advance may render you ineligible for Professional Society Meeting support for two years.
4. If you have access to the UC Davis AggieExpense (previously AggieTravel) system, you are responsible for processing your own travel claim.
5. If you do not have access to the AggieExpense system, you will need to fill out the UC ANR travel voucher form and submit with backup documentation to:

lbtehrani@ucanr.edu

or

Lauren Tehrani
Statewide Programs and REC Operations
2801 2nd Street
Davis, CA 95618

6. Expenses for reimbursement must be submitted within 30 days of completing your trip. For travel in June, claims must be reported and approved before the Fiscal Year Travel deadline. Funds do not roll forward.
7. The Professional Society account number will be provided with your award email.
8. Please contact Lauren Tehrani with any questions.