



OHIO STATE UNIVERSITY EXTENSION

General Policies Governing the 2014 Extension Minority Professional Development Award

Award recipients will be notified.

Description of Award: The Extension Minority Professional Development Award is funded through support from donations from current employees and other donors interested in support professional development opportunities that impact minorities. It is offered to help supplement the costs associated with travel and fees for professional development opportunities for staff of OSU Extension. This is a one-time reimbursement for expenses related to professional development activities, not to exceed \$1,600. Applicants may choose to use the award from January 1, 2015 – December 31, 2015.

Eligibility for the Award:

1. Any regular employee who has a personnel appointment with an Extension org may apply.
2. Applicants must be current full-time or part-time employees of The Ohio State University at the time the payment will be processed.
3. No current member of the Award Committee shall be eligible to be a recipient.
4. Applications must be received before travel has occurred for the event.
5. Late or incomplete applications will not be considered.

Allowable Expenses:

1. **Travel** to and from the site.
2. **Registration** fees including meals included in the base registration fee.
3. **Meals** in the form of per diem that are not provided by the site.
4. **Lodging** for a single room rate.
5. **The maximum request per application is \$1,700**, even if the amount of the total allowable expenses exceeds this amount.

Non-Allowable Expenses:

1. **Alcohol** will not be reimbursed.
2. **Entertainment** expenses will not be reimbursed.

Award Details:

1. The committee will notify the recipient and the Unit Leader of that employee of the award.
2. Funds will be awarded to the employee's home unit prior to the date needed.
3. If award is no longer needed or falls outside the award period, please notify the committee.