

Advisor Support **			
Purpose: Funds provided to enhance individual's ability to carry out their job responsibilities (e.g. gain more knowledge, procure resources including books, reference materials and software, professional development travel, field visits/clientele meetings).			
Eligibility	Allocation Amount	Timeframe	Process
Centrally-funded Cooperative Extension (CE) Advisors Excludes grant-funded and Research Extension Center (REC) Directors.	\$2000 per Advisor \$2000 per Advisor (additional funding for FY24-25 only)	•1 year on fiscal year basis •No extensions	<ol style="list-style-type: none"> 1. Resource Planning & Management (RPM) will allocate funding to each Advisor's General Ledger (GL) project within their financial department. 2. Funds will be available at the start of the fiscal year (typically July/Aug). 3. BOC will work with RPM to fund new Advisors that are hired during the fiscal year. New Advisors hired from July-March will receive full amount of allocation. Advisors hired in April and May will receive a pro-rated allocation. Any new Advisor hires in June will not receive funding for that current FY. 4. Sample Aggie Enterprise CoA Chart String: 3310-21050-9923211-natural account-62-PPS-GLALAM6212-200538 5. For FY2425 additional \$2K, this CoA chart string should be used: 3310 – 19976 – [financial department] – [natural account]-62-000– [Advisor GL Proj] – 900173 (Programmatic Commitment 3).

Allowable Uses:

- Travel and registration expenses for professional meetings and conferences;
- Travel for field visits or meetings with clientele;
- Pre-payment of registration or transportation expenses for conferences occurring July/August/September in the next fiscal year;
- Safety equipment or attire which includes protective gear such as boots, coveralls, etc.;
- Logo wear when the purpose is to identify personnel as part of a UCCE program;
- Membership fees to professional societies;
- State certification or license fees IF required in the employee's position description;
- Computers, printers, cameras and electronic devices (includes cell phones & cell phone services);
- Program support supplies and resources
- Equipment purchases limited to \$4,999 or less including tax and shipping

Unallowable Uses:

- International travel expenses or registration fees to international conferences;
- Entertainment/group meal expenses;
- Facility-related improvement expenses (e.g., construction, repairs, maintenance or decorations);
- Furniture (e.g., desks and chairs);
- Personal items (clothing, shoes, activity trackers, ear buds, watches, etc.);
- Recognition gifts (for employees, volunteers or clientele);
- Honoraria/consulting fees/independent contractors;
- Employee salary expenses;
- Vehicle maintenance expenses for county-owned or UC-leased vehicles