

ANR Extension Revenue Generation Policy, Effective June 1, 2007

Internal Partners: Refers to ANR Extension programs that involve County Extension Offices, Field Specialists, Outlying Research Farms, [Corn and Soybean Initiative Partners](#), and other ISU campus-based program units.

Charges for Internal Partners: To promote equity between counties when traveling and consistency in the development of program fees across the state, campus units may charge internal partners for programming as follows: 1) A flat travel charge of \$85 which is equivalent to a 250-mile round trip times the ISU car pool rate of \$0.34 per mile (compact car). The \$85 charge is per event/activity regardless of the location in the state of Iowa. 2) For overnight stays, actual hotel and meal expenses may be charged according to University policy and rates. If multiple campus specialists are involved with the single event, internal partners are charged only \$85 (plus actual meal and overnight expenses if appropriate). Internal partners are not charged speaking fees. Field specialists and county directors are encouraged to use the Revenue Generation Worksheet located at <http://www.extension.iastate.edu/extensionfinance/revenue.htm>. It's the starting point for developing a budget to determine the mix of financial resources required to support program activities.

External Clients: Refers to ANR Extension programs involving a specific individual, group, business, or corporation where ISU does not have a partnership agreement.

Charges for External Clients: Campus and field units may charge external clients for programming as follows: 1) Actual round-trip travel expenses incurred according to University policy and rates. 2) For overnight stays, actual hotel expenses and meal expenses according to University policy and rates. 3) A mutually agreeable speaking fee negotiated with the external client to cover part or all of the personnel expenses incurred in preparation, travel status, and delivery. 4) Actual expenses associated with producing meeting materials or purchasing publications. The Revenue Generation Worksheet at <http://www.extension.iastate.edu/extensionfinance/revenue.htm> can be used to develop an initial estimate of these costs.

Exceptions: It should be noted that for some programs salary support and current expense are built into a specially funded initiative such as the Manure Applicator Certification program; therefore, no fees are charged for delivery of program activities. Other programs such as Pesticide Applicator Training charge participants a standard fee to cover salary support and current expense.

Faculty and staff may have travel funding available from various sources (e.g. grants, budgeted resources, etc.) and may waive the travel and overnight charges for internal partners and external clients; however, this arrangement must be coordinated in advance of the program activity.