

Revenue Generation Guidelines for Field Programs Involving ANR State Specialists and Program Staff

Internal Partners: Refers to ANR Extension programs that involve County Extension Offices, field specialists, outlying research farms, [Corn Soybean Initiative Partners](#), other ISU campus-based program units, and USDA agencies.

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 charge of \$125 (equivalent to a 250-mile round trip times the ISU car pool rate of \$0.38 per mile plus \$30 of current expense). The \$125 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 \$125 (plus actual meal and overnight expenses if appropriate). Internal partners are not charged speaking fees. Field specialists and regional 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, including some field specialist travel.

Public good programs or services would be offered at no charge. These programs target a broad audience and focus on content that has broad appeal. Program examples include emergency response, Farm Bill education, and market news.

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.

Effective: August 1, 2009