

2021 Summer Ag Institutes Reimbursement Guidelines Checklist

- _____ Notified IAITC of your 2021 SAI dates by Monday, January 11, 2021
- _____ Scheduled the IAITC Presentation by Friday, March 19, 2021
- _____ **3-hour** IAITC presentation scheduled
- _____ **2-hour** IAITC presentation scheduled (\$250 reimbursement level only)
- _____ Submitted completed **Pre-** SAI Teacher Survey online by August 6, 2021
(for \$500 reimbursement level and higher)
- _____ Submitted completed **Post-** SAI Teacher Survey online by August 6, 2021
(for \$500 reimbursement level and higher)
- _____ Shared sample lesson plans generated by class participants by August 6, 2021
(for \$750 reimbursement level and higher)
- _____ Commodity presenters contacted and **used** for SAI presentation

SAI Reimbursement Form Reminders

- For mileage reporting, use the IRS mileage approval form.
- If a vehicle is rented, gas receipts are acceptable for the rented vehicle.
- ALL receipts for meals, food and drinks must have an **itemized** receipt included.
- No liquor will be reimbursed. Keep liquor charges on separate receipt.
- No Farm Bureau room rent charges will be accepted.
- There is no longer a requirement for a master's degree instructor for USF credit; therefore, no payments will be made to instructors.
- Be specific in your expense's descriptions.
- Use the Grant Reimbursement Form provided (on website under County Support).