

## **2020 Summer Ag Institutes Reimbursement Guidelines Checklist**

- \_\_\_\_\_ Notified IAITC of your 2020 SAI dates by Friday, January 10, 2020
- \_\_\_\_\_ Scheduled the IAITC Presentation by Friday, March 20, 2020
- \_\_\_\_\_ **3-hour** IAITC presentation scheduled
- \_\_\_\_\_ **2-hour** IAITC presentation scheduled (\$250 reimbursement level only)
- \_\_\_\_\_ Submitted completed **Pre-** SAI Teacher Survey online by August 7, 2020  
(for \$500 reimbursement level and higher)
- \_\_\_\_\_ Submitted completed **Post-** SAI Teacher Survey online by August 7, 2020  
(for \$500 reimbursement level and higher)
- \_\_\_\_\_ Shared sample lesson plans generated by class participants by August 7, 2020  
(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 Masters 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).