NORTH CENTRAL SARE - ILLINOIS
University of Illinois Champaign-Urbana
College of Agricultural, Consumer, and Environmental Sciences
S-318 Turner Hall • 217-333-1106
https://northcentral.sare.org/state-programs/illinois/

# IL SARE Professional Development Travel Application

Illinois Sustainable Agriculture Research & Education (SARE) is able to reimburse agricultural educators for travel expenses when attending conferences, trainings, or other educational events to further their knowledge of sustainable agriculture practices. These funds must be applied for in advance and cap out at around $2000 depending on the event.

Here, agricultural educator is defined broadly to include anyone who will take this knowledge and share it with others after the event. This can include:

- Extension Educators
- Natural Resource Conservation Service staff
- Soil and Water Conservation District staff and directors
- Farmer leaders
- Teachers
- Educators in the profit and not-for-profit sector serving the food and fiber system

If your application is selected, you will be asked to fill out a year-end survey to estimate the number of farmers and agriculture educators who directly and/or indirectly increased their knowledge of sustainable agriculture or changed their farming practices from your post event outreach.

**IL SARE Initiatives:**

Please select which of the IL SARE initiatives your project addresses.

- ☐ Expanding the understanding of sustainable agriculture practices
- ☐ Regional Initiative: Paths to sustainable labor
- ☐ Support market development for emerging crops and diverse rotations (including livestock integration)
- ☐ Local food system supports

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Educational Opportunity: _____

Date(s): _____Location: _____

Funds Requested: $ _____ I received IL SARE funds in last 2 years (Y/N)? ____

Project Summary

Please include what the educational opportunity will be about, your current subject knowledge and how this event will improve it, how you plan to share this information with others afterwards, and the impact you expect it to have on the Sustainable Agriculture Community in Illinois.

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*Submit this form along with a budget and budget justification to cloomis3@illinois.edu

Contact Information

You should use the same information when you register as a vendor with the University of Illinois.

Applicant Name: _____

Vender Alias: _____Email: _____

Street Address: _____

City _____State _____ Zip _____

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# IL SARE Applicant Checklist

Program Materials

□ IL SARE Application Form

□ Mileage reimbursement form

□ Invoice for reimbursement template, please submit as a text document.

□ Per Diem rates are listed in the table below. Please let us know if any meals will be provided by the event. On Travel days per diem rates are reduced by 25%. We are not able to reimburse alcohol or meals during same-day travel without an overnight stay. Please submit meal receipts even though we are using a per diem system.

| Per Diem Rates | | | | |
|---|---|---|---|---|
| | Breakfast | Lunch | Dinner | Incidentals |
| In State | $ 16.00 | $ 19.00 | $ 28.00 | $ 5.00 |
| Out-of -State | $ 20.00 | $ 22.00 | $ 33.00 | $ 5.00 |

- At the end of the year, we will send out an impacts survey to gather estimates of how many educators and/or farmers have increased their knowledge or changed practices as a result of your educational programming based on this event. At this time, we would also encourage you to share any pictures or stories that might help us share the impact of IL SARE.

Timeline

- Submit application
- Receive approval decision (1-2 weeks)
- Request and fill out new vendor form if necessary. May take up to a month to process.
- Attend or host educational event
- Submit event agenda, invoice, receipts, and mileage form.
- The University of Illinois processes the payment. This has taken 2 months up to 6 months depending on if we run into any complications.
- Fill out year-end impact survey in December. If the event was at the end of the year, we may ask you to fill out the survey the next year.