

UTIA Policy:		
UTIA Fiscal Policy 435 -- Professional Association Memberships		
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The University of Tennessee Institute of Agriculture (UTIA) units may revise/develop unit specific guidelines in accordance with these procedures.

The purpose of Fiscal Policy 435 is to encourage employees to participate in diverse professional associations to encourage greater cross-disciplinary research, teaching and Extension programs. Employees may expend up to \$750 annually from non-state and non-federal accounts for professional association memberships. All such expenditures must be approved by the department head or unit administrator and be work related.

Professional membership dues will be reimbursed through petty cash using the miscellaneous reimbursement request in IRIS or by using the University procurement card. If paying by procurement card, the membership must be in the University’s name.

Institute Responsible Party for this policy: Tim Fawver at (865) 974-7108.