

Payment of Judging Fees to Extension Agents

The [*Use of Cooperative Extension Funds*](#) document states that “Honorariums, judging fees, etc. for Extension Agents in excess of mileage and subsistence (meals and lodging)” is an expenditure that is **not approved** from appropriated funds. (See Section A – A2).

This policy statement also applies to non-appropriated funds and is applicable whether or not the agent uses vacation leave, and is applicable to fair and other events requiring judging.

The following applies if the judging fees are paid by fair boards, 4-H Councils or other entities.

If an agent **uses vacation leave** to fulfill the judging request or if the judging is on a weekend:

A judging fee may be accepted.

The agent is to drive his or her personal vehicle and may accept mileage and reimbursement for meals and lodging.

If an agent **does not use vacation leave** to fulfill the judging request:

No judging fee may be accepted.

Mileage is to be paid from the fair board or 4-H council to the agent if he or she drives their person vehicle.

Mileage is to be paid from the fair board or 4-H council to the county or district if the agent drives his or her county or district vehicle.

Meals may be reimbursed from the fair board or 4-H council directly to the agent.

In the event of a reciprocal agreement between agents (judging for each other while not using vacation) no exchange of funds is necessary.