

BEEF EDUCATION GUIDELINES

Per Texas Beef Council (TBC), Texas CattleWomen may be allocated a certain amount of money to be utilized for BEEF education efforts. Each local is then allocated a portion of the budgeted amount for reimbursement of expenses incurred for projects and activities related to BEEF EDUCATION.

Example of allowable expenses for reimbursement*:

- Events that promote BEEF or the BEEF industry.
- Supply costs of BEEF exhibits.
- Expenses associated with hands on displays, tours and demonstrations.
- Educational events that the local is conducting that actually promotes BEEF to students in grades K-12 and is not being reimbursed by other means. If an event is being reimbursed by other means but not fully reimbursed, receipts and explanation to be provided on the expense report.
- Participation in health fairs, county fairs and Ag Day/Ag Week events.

*When in doubt, please call or email prior to activity to see if the event is reimbursable.

** Auto mileage per mile may be paid based on the current state rate

Unacceptable or unallowable expenses for reimbursement:

- Awards
- Plaques
- Scholarships
- Stock Show Awards
- Any Monies paid for booth space where the local will be making money.
(No reimbursement will be approved whenever the event and/or activity is for a profit fundraiser.)

Procedure for Reimbursement:

Activity Report filled out with ORIGINAL & PHOTOCOPY RECEIPTS submitted in a timely manner preferably within 30 days of activity.

Send 1 copy of activity report to the appropriate activity Chairman.

Send 1 copy of activity report with a copy of the receipts to Promotion/Education Chairman.

Send 1 copy of activity report with the **original** receipts attached to the Expense Report sheet to Marsha Shoemaker, Treasurer, PO Box 295, Bellevue, TX 76228. (Note no reimbursement will be paid until original receipts are submitted to treasurer.)

Expense and Activity Reporting Forms are available at <http://www.txcattlewomen.org/> or by mail.

If three copies of all reports are sent to the appropriate chairmen, then communication is done and reimbursement is expedited.