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Date: August 3, 2009
TO: OARDC Chairs, Associate Chairs, Fiscal Associates
FROM: David A. Benfield, Associate Director
SUBJECT: Guidelines for Travel - Multistate Research Funds

PURPOSE: A portion of the federal multistate research funds received by OARDC is specified to cover travel expenses for Ohio's official representatives, as well as other participating Ohio scientists whose disciplines and departments differ from the official representatives, to attend multistate research committee meetings. This is in keeping with the desire of North Central Directors to promote interdisciplinary research. These funds provide travel expenses for Ohio representatives to attend one multistate annual meeting, per project, per fiscal year (July 1 – June 30).

Eligibility: The scholarly integrity and reputation of faculty is key to ensuring outstanding research and securing the primary goal of academic excellence. Multistate Research Travel Funds will be awarded to full-time tenure-track faculty, research scientists and non-tenured research faculty with OARDC appointments.

The following are not eligible for Multistate Research Travel Funds: faculty without OARDC appointments, visiting faculty on sabbatical, visiting faculty on one-year appointments, post-doctoral research associates, graduate students and undergraduate students.

Please note: Faculty with full-time Extension appointments who desire to be representatives on multistate projects must receive approval from the OSU Extension Director as well as travel funds to attend annual meetings.

**Allowable Expenses for
Multistate Annual Meetings:**

1. **Transportation** – airfare and mileage.
2. **Lodging** – day prior to meeting through the day following the meeting.

Related to items 1 and 2: If considerable savings on airfare can be obtained by leaving early for or returning from the meeting, information relating to the savings must be presented to the Associate Director's Office for specific approval prior to travel.

Allowable Expenses for Multistate Annual Meetings held in conjunction with other professional/society meetings:

3. **Meals** – per diem allowable by Federal per diem rates.
4. **Registration** – for multistate meeting only.
5. **Other expenses** – parking fees, ground transportation to meeting destination, etc.
1. **Transportation** – one half of cost of airfare or mileage covered by multistate research funds.
2. **Lodging, meals and other expenses** – additional expenses related to professional and/or society meetings **must be covered by sources other than multistate research funds.**
3. Registration fees/dues for professional and/or society meetings must be paid from another source.

Alternate to Official Representative:

We encourage Ohio's official representative to attend the annual meetings. If there is a justifiable reason why the official representative cannot attend the annual meeting, a request for an alternate to attend the annual meeting should be submitted for approval by the Associate Director of OARDC. This request should provide the name and contact information of the requested alternate and the reason the official representative cannot attend (e-mail request is acceptable). **Approval for the alternate to attend will be made by the Associate Director and must be done prior to attending the meeting.**

Procedures for Requesting Travel:

Process travel requests in a timely manner. Expenditures will not be covered by multistate research funds if the travel request is submitted **AFTER** travel is completed.

1. Submit Travel Request Form (**attached pdf**) with approval by Chair, Associate Chair or immediate supervisor. Send to Loren Harper by campus mail, fax: 330-263-3688 or e-mail: harper.202@osu.edu for signature approval by Associate Director.
2. OARDC Fiscal Office travel request initiator will post the travel request to the Travel System.
3. An e-mail message will be sent to the Contact Person on the Request Form advising of the T-number and instructions for the Department Approver to finalize the process.
4. Traveler should submit their completed travel reimbursement form to their department travel reimbursement initiator/approver for posting.

Questions regarding these procedures should be addressed to:

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