



Date: May 24, 2023

TO: CFAES Chairs, Associate Chairs, Fiscal Associates,
Faculty Members of Multistate Research Committees

FROM: Anne E. Dorrance, Associate Director of Experiment Station
Gary Pierzynski, Director of the Ohio Agricultural Experiment Station
Terry Snoddy, Chief Fiscal Office CFAES

SUBJECT: Guidelines for Travel - Multistate Research Funds

Cc: Loren Harper, Linda Michel

PURPOSE: In support of the federal multistate research funds received by OARDC/Ohio Agricultural Experiment Station funding has been allocated to cover travel expenses for OSU CFAES and EHE faculty to participate in multistate research committee meetings. A reminder that these funds have not increased in the past 10 years. Previously funds were available for one meeting a year to a faculty member to pay full costs of travel to a stand-alone multistate meeting and 50% of the costs if the meeting was in conjunction with another meeting for only ONE representative on the committee.

Currently on the record we have 114 faculty involved in 89 different Multi-state research committees. Of these 89, 28 have 2 to 6 of our faculty participating and 19 faculty are members of more than one committee. Previously only the state representative was awarded funding to travel to a meeting. In order to encourage more faculty to participate in the committee and make the process more open and fair, as well as alleviate the burden on faculty/administrative assistants to prove it was just one meeting. For FY22 and FY23 we modified the dollar amount to 50% of the travel costs for all meetings, not just those that were in conjunction with another meeting.

We have been asked to review this policy, with the flat budgets and still the desire to have all members of all committees attend and participate in these meetings as well as support those faculty on more than one committee we have modified the amount of funds for travel awarded to each member of the committee from 50% of the funds to awarding a flat rate of up to \$1250. For trips that are very expensive additional support maybe requested but is dependent on funding availability.

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/research appointments.



THE OHIO STATE UNIVERSITY

The following are **not eligible** for Multistate Research Travel Funds: faculty without research 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 CFAES Extension Director as well as extension travel funds to attend annual meetings.

OSU travel policy applies to all expenditures. <https://policies.osu.edu/assets/policies/busfin-travel-policy.pdf>

<p>Allowable Expenses for Multistate Annual Meetings:</p>	<ol style="list-style-type: none"> Transportation – airfare and mileage. Lodging – day prior to meeting through the day following the meeting.
	<ol style="list-style-type: none"> Meals – per diem allowable by Federal per diem rates. Registration – for multistate meeting only. Other expenses – parking fees, ground transportation to meeting destination, etc.
<p>Procedures for Requesting Travel:</p> <p>Process travel requests in a timely manner. <u>Expenditures will not be covered by multistate research funds if the travel request is submitted AFTER travel is completed.</u></p>	<ol style="list-style-type: none"> Complete the spend authorization process with approvals by Chair, Associate Chair or immediate supervisor. Send a pdf of the spend authorization to Loren Harper by e-mail: harper.202@osu.edu for signature approval.
	<ol style="list-style-type: none"> Once the travel has been approved the traveler will receive an approval letter.
	<ol style="list-style-type: none"> For the funds to be reimbursed the Department will proceed with the travel request using Department funds (should not use OSP funds or IGP funds) Funds to support the remaining travel may be on OSP funds or IGP funds
	<ol style="list-style-type: none"> Traveler should submit their completed travel reimbursement form to their cost center manager for posting.
	<ol style="list-style-type: none"> Once final travel expense report is complete the department will send documentation (Expenses from general ledger) to Shawn Adams by e-mail: adams.1212@osu.edu. Shawn will then transfer funds to department
<p>Questions regarding these procedures should be addressed to:</p>	<p>Loren D. Harper Executive Assistant 1680 Madison Ave., Wooster, OH 44691 Phone: 330-263-3703 E-mail: harper.202@osu.edu</p>
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