



Oregon Agricultural Experiment Station Multistate Travel Policy

Updated 9/19/2023

Section I: Travel Support Funds Overview

The policy described in Section I applies to all following sections and the project types they describe.

The College of Agricultural Sciences (CAS) will provide up to \$1,200 to Multistate project/activity participants with AES research appointments to travel to annual Multistate project/activity meetings.

***AES Research Appointments:** Appointments where faculty have at least 0.2 FTE paid by Agricultural Experiment Station (AES) funds.

- All faculty participating on an approved project are encouraged to attend the meeting and will **each** receive up to \$1,200 of travel support.
 - Faculty should charge travel to the index appropriate to the project/activity type (see specific instructions below) with the AMSF activity code.
 - Faculty participating in more than one Multistate project/activity can attend annual meetings for each project/activity and will receive \$1,200 for travel to each project/activity's annual meeting.
- In order to utilize these funds, all of the below conditions must be met:
 - The faculty member in question must be an active participant on the project/activity in NIMSS.
 - The project/activity must:
 - Have the annual meeting the faculty wishes to travel for listed as an approved in-person meeting in NIMSS, and
 - Be up-to-date on required reporting.
- Costs-in excess of \$1,200 must be charged to another funding source without the AMSF activity code. ([These instructions](#) can be used for splitting expenses between indexes in Concur.)
- Travel support funds may only be used for travel to attend annual meetings. The funds provided are only authorized to be used for expenditures related to **the traveler's own participation** on the project/activity for which they are traveling. When submitting their Expense Report in Concur, faculty are expected to clearly indicate the project/activity and meeting they were traveling for (ideally in the

Detailed Business Purpose field) and to provide clarifying comments for any individual expenses within the report that may be unusual or not clearly related to the annual meeting.

- Faculty are responsible for ensuring that their travel expenses are considered appropriate within current [Oregon State University travel policy](#).

Extension faculty with less than 0.2 FTE paid for on AES funds and who are participants on Multistate projects may request travel funds from Extension. Those funds will be provided as the budget allows. Due to limited funds, travel assistance will only be provided to one participant per project/activity.

Section II: Multistate Research Projects

Multistate research projects have a project number beginning with only a regional identifier (i.e., W####, S####, NC####, NE####).

- Pre-authorization is **NOT REQUIRED** from Oregon Agricultural Experiment Station (OAES) to use travel support funds, though faculty are expected to confirm that they are eligible (see Section I) before attempting to use funds.
- Faculty should charge travel to the respective Multistate project index with the AMSF activity code.

Process:

- After confirming that they are eligible (see above) for travel support funds, faculty should contact Sonja Compton (sonja.compton@oregonstate.edu) for assistance identifying the correct index if not already known.
- After completion of travel, faculty need to submit an Expense Report in Concur for their eligible travel expenses using the identified index and following the requirements in Section I.

Section III: ERA Travel

Education/Extension and Research Activity (ERA): *Activities that serve to integrate education (academic and/or Extension) and research on a particular topic where multistate coordination or information exchange is appropriate.*

These activities have an activity number beginning with a regional identifier (i.e., W, S, NC, NE) and the project acronym (ERA). For example, WERA####.

Faculty with AES Research Appointments

Faculty with AES research appointments assigned to an ERA and planning to attend an associated annual meeting can utilize AES travel support funds.

- Pre-Approval from OAES **is required**.
- If approved, \$1,200 in travel allotment will be given based on the rules outlined in the beginning of this document.

- The CAS Administrative Multistate Index with the AMSF activity code should be used for approved travel related costs. Use of this index without prior approval from the OAES is prohibited. Approval must be sought on a per-meeting basis.

Process:

- Prior to travel, faculty should send an e-mail request for pre-approval to AESResearch@oregonstate.edu. If the criteria outlined in Section I are met, travel will be approved and the appropriate index will be provided.
- After completion of travel, faculty will submit an Expense Report in Concur for their eligible travel expenses and following the requirements in Section I.

Faculty with Extension Appointments

Faculty with Extension appointments (no AES research appointment) attending an ERA annual meeting **CANNOT** utilize AES travel support funds. Extension faculty must use Extension state funds and approval should come through Extension.

- Pre-Approval from CAS Extension **is required**.
- If approved, \$1,200 in travel allotment will be given based on the rules outlined in Section I.

Process:

- Prior to travel, faculty should send an e-mail request for pre-approval to Sam Angima (sam.angima@oregonstate.edu) for travel funding.
- If approved, travel should be charged to the department's AGES operating index on state funds using the AMSF activity code. Faculty should contact their FSS-CAS unit accountant for the correct index.

Section IV: CC, 500 Series (Rapid Response), AC, or DC Project Travel

Coordinating Committee (CC): *Activities that provide a mechanism for addressing critical regional issues where multistate coordination or information exchange is appropriate within a function (i.e., research, education or Extension).*

500 Series (Rapid Response): *Committees formed, for a maximum of two years, to provide a mechanism for response to acute crises, emergencies, and opportunities using the Multistate research approach. Activities may range from formally organized research on targeted objectives to very informal research coordination or information exchange activity, depending on the circumstances.*

Advisory Committee (AC): *Committees of department chairs/heads from a particular discipline that exchange information and serve a multistate administrative function through review of multistate activities, but are not peer reviewed.*

Development Committee (DC): *Committees of duration less than two years for the purpose of developing a Multistate Activity, which have the expected outcome of a full proposal for a particular Multistate Activity.*

These committees have a project number beginning with a regional identifier (i.e., W, S, NC, NE) and a project abbreviation (CC, AC, DC). For example, SAC#### or NCCC####.

Faculty with AES Research Appointments

Faculty with AES research appointments assigned to an AC, CC, DC, or Rapid Response project and planning to attend an associated annual meeting may utilize AES travel support funds.

- Pre-Approval from OAES **is required**.
- If approved, \$1,200 in travel allotment will be given based on the rules outlined in the beginning of this document.
- The CAS Administrative Multistate Index with the AMSF activity code should be used for approved travel related costs. Use of this index without prior approval from the OAES is prohibited. Approval must be sought on a per-meeting basis.

Process:

- Prior to travel, faculty should send an e-mail request for pre-approval to AESResearch@oregonstate.edu. If the criteria outlined in Section I are met, travel will be approved and the appropriate index will be provided.
- After completion of travel, faculty will submit an Expense Report in Concur for their eligible travel expenses and following the requirements in Section I.

Faculty with Extension Appointments

Faculty with Extension appointments (no AES research appointment) attending an AC, CC, DC, or Rapid Response project meeting **CANNOT** utilize AES travel support funds. Extension faculty must use Extension state funds and approval should come through Extension.

Process:

- Prior to travel, faculty should send an e-mail request for pre-approval to Sam Angima (sam.angima@oregonstate.edu) for travel funding.
- If approved, travel should be charged to the department's AGES operating index on state funds using the AMSF activity code. Faculty should contact their FSS-CAS unit accountant for the correct index.

Exceptions

Any deviation from policy must be approved by the Associate Director of the Agricultural Experiment Station, Shawn Donkin.