

Multistate (MS) Research Project Participant Travel:

Multistate Research Projects: Projects that involve integrated, potentially interdisciplinary, and multistate activities; have expected outcomes, including original research results; convey knowledge; and are peer reviewed.

AES Research Appointments: Appointments where faculty have at least 0.2 FTE applied to Agricultural Experiment Station funds.

For Multistate Research project participants with AES research appointments, CAS will provide up to \$1,200 to travel to annual MS project meetings.

- All faculty participating on an approved project are allowed to attend the meeting and will **each** receive up to \$1,200 of travel support.
 - Pre-authorization from Oregon Agricultural Experiment Station (OAES) is NOT required.
 - Faculty participating in **more than one** MS research project can attend annual meetings for each project. They will receive \$1,200 for travel to each project's annual meeting and will charge travel to the projects' respective MS project indexes with the AMSF activity code.
- Costs-over \$1,200 must be charged to another funding source without the AMSF activity code.
- Budget Reimbursements will be given only for travel-related costs to attend annual Multistate research meetings, NOT for general research travel. The funds provided are only authorized to be used for expenditures related to the traveler's own participation on the project for which they are traveling.
- Be advised that you are responsible for making sure that your hotel accommodations do not exceed the per diem amount for your destination.

With exception to the issue of pre-authorization, the above rules apply to travel for all project types mentioned in this document.

Process:

- Faculty should contact Sonja Compton (sonja.compton@oregonstate.edu) for assistance identifying the correct index. Faculty may charge up to \$1,200 in travel expenses to the provided index with the AMSF activity code.

ERA Travel

Education/Extension and Research Activity: Activities that serve to integrate education (academic and/or Extension) and research on a particular topic where multistate coordination or information exchange is appropriate; have expected outcomes; convey knowledge; and are peer reviewed.

AES Appointment Faculty

Faculty with AES research appointments assigned to an ERA integrated project and planning to attend an ERA meeting can be supported by AES Multistate 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.

AES Process:

- Faculty should send an e-mail request to Shawn Donkin via AESResearch@oregonstate.edu.
- Travel authorization is contingent on ERA project participation as well as being current with results reporting in NIMSS. If these criteria are met, travel will be approved.
- Faculty are expected to charge approved travel to their Travel and Expense Card. When reconciling those expenses in Concur, they are to be charged to CAS Multistate Administrative Index using activity code AMSF. If faculty accrue more than \$1200 in travel expenses, the excess should be charged to another index. [These instructions](#) can be used to split the expenses between indexes in Concur.

Extension-Only Appointment Faculty

Faculty with Extension appointments (no AES research appointment) attending an ERA meeting **CANNOT** utilize AES Multistate 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 the beginning of this document.

EXT Process:

- Faculty should send an e-mail request 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.
- Once approval is received, faculty should contact their Financial Strategic Services – College of Agricultural Sciences (FSS-CAS, formerly UABC) department accountant for the correct index.

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); have expected outcomes; convey knowledge; and are peer reviewed.

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; have expected outcomes; convey knowledge; and are peer reviewed.

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; have the expected outcome of a full proposal for a particular Multistate Activity; and are peer reviewed.

AES Appointment Faculty

Faculty with AES research appointments can request travel funding (\$1,200 maximum) from OAES for travel associated with a Coordinating Committee (CC), Rapid Response Project (500 series), Advisory Committee (AC), or Development Committee (DC).

- 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.

AES Process:

- Faculty should send an e-mail request to Shawn Donkin via AESResearch@oregonstate.edu.
- Travel authorization is contingent on CC/Rapid Response (500 Series)/AC/DC project participation as well as being current with results reporting in NIMSS. If these criteria are met, travel will be approved.
- Faculty are expected to charge approved travel to their Travel and Expense Card. When reconciling those expenses in Concur, they are to be charged to CAS Multistate Administrative Index using activity code AMSF. If faculty accrue more than \$1200 in travel expenses, the excess should be charged to another index. [These instructions](#) can be used to split the expenses between indexes in Concur.

Extension Appointment Faculty

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

EXT Process:

- Faculty should send an e-mail request 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.
- Once approval is received, faculty should contact their Financial Strategic Services – College of Agricultural Sciences (FSS-CAS) department accountant for the correct index.