

## ***Multistate Travel Accounting Procedures***

*Effective: November 2013*

When a PI is involved with an AES multistate project they are expected to travel to yearly meetings to meet with their collaborators from other states. AES administration will reimburse up to \$1,200 of the cost of the travel as long as the following procedures are followed:

A meeting notice will be sent out by the project's administrative advisor a few months prior to the meeting and generally it is routed through our AES administration mailbox (aesadsup@oregonstate.edu). AES Administration will check to see if we have any faculty on the project and if their reporting is up-to-date, will send an email approving the travel and funding. The email will contain the meeting notice and instructions on how to get reimbursed for the travel. If the lead PI is unable to attend the meeting due to scheduling conflicts then they may nominate another participant to go in their place. Contact AES Administration for this procedure.

***The unit will process the travel reimbursement themselves using the multistate index associated with the research or index AGA548\****. The unit will use their own index if a departmental multistate index was set up for the project or they will use AGA548 when the project is a coordinating committee or *ERA*. In both cases, the department should sign the TRES form. It does not need to be forwarded to AES for signature.

A copy of the email approving funding of the travel must be indexed into Nolij with the rest of the travel documentation in order for the unit to be reimbursed.

Quarterly, AES Administration will process a budget change and reimburse all of the units who charged approved multistate travel to their own multistate indexes.

### ***OSU Hosted Multistate Meetings***

Occasionally our faculty will be the administrative advisor on a multistate research project. If this is the case then the PI and their unit may end up hosting the annual multistate meeting for the project. Funding for these meetings is the responsibility of the unit and they should follow their unit's

standard procedures for hosting a workshop. The College does not provide any funding to cover these meetings other than personal travel expenses of the OSU faculty related to the meeting.

\*Many PIs will also participate in what are non-research multistate projects such as Coordinating Committees, ERAs, Advisory Committees, etc, which are collaborations that do not involve actual research yet require the PI to travel to yearly meetings. If the meeting is for one of these types of projects then they will not have a departmental index set up for it. The traveler will then charge to AGA548 (with prior approval from AES Admin) which is an AES Administration index.

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