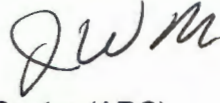



MEMORANDUM

DATE: August 26, 2013

TO: Department Chairs, R&E Directors, District Directors, Travel Personnel, and Research/Extension Participants in Multistate Travel

FROM: James Moyer, 
CAHNRS, Associate Dean
Director, Agricultural Research Center (ARC)

Richard Koenig 
CAHNRS, Associate Dean
Director, WSU Extension

SUBJECT: Policy for Multistate Travel Funds

ARC and Extension faculty participation in Multi-State research projects and Extension Research (ERA) Committees is one of the ways we fulfill our mission by collaborating with scientists throughout the nation. A portion of the Hatch funds (ARC) and Smith-Lever funds (Extension) received from USDA National Institute of Food and Agriculture (NIFA) must be used to support approved Multi-State research and ERA activities and associated travel.

ARC and Extension cover the travel expenses proportional to the FTE percentage of the appointment of the traveler. Both Hatch and Extension travel funds are finite.

ARC and WSU Extension approval for Multi-State travel will be based on the following considerations:

1. Maintaining a current ARC project: To receive any funding from the ARC, all NIFA REEport forms for new or revised ARC proposals or progress reports for current ARC projects must be completed at the time of application for Multi-State travel funding.
2. The Agricultural Research Center (ARC) and WSU Extension will fund one faculty member per approved Hatch Multi-State project, National Research Support Project (NRSP), Coordinating Committee (CC), Development Committee (DC), or Education/Extension and Research Activity Committee (ERA) for travel to an authorized annual meeting per year.

Consequently, travelers, department chairs, and station directors should use these guidelines.

1. The meeting must be authorized by the administrative advisor of the project or committee on the web-based National Information Management Support System (NIMSS) before travel requests will be considered. A simple email announcement of the meeting distributed by the meeting committee will not suffice as the authorization.
2. The faculty member will work with their department and with their assigned CAHNRS Business Center support staff (Pullman campus departments only) to prepare the paper Travel Authority (TA). **It will be signed first by the Department Chair or Director and then sent to the ARC. The ARC Director and/or the Associate Dean for Extension will then review the TA and sign for approval.** ARC will then send a .pdf signed copy of the TA to the department and Center as applicable.
3. Travel funds provided by the ARC or WSU Extension under this program are limited to \$1,200.00 per trip as authorized both by ARC and/or Extension. If the traveler holds appointments in both the ARC and Extension, funding will be split according to the traveler's appointment percentages. If the traveler holds appointments between ARC and Academic Programs in CAHNRS, the ARC will pay for the travel. In all cases, the total travel funding for airfare, food, lodging, and incidentals as allowed by WSU travel guidelines will be limited to \$1,200.00. Funding for authorized travel under this program that exceeds the \$1,200.00 provided by ARC and/or Extension must come from other appropriate sources such as authorized travel funds already written into grants, other departmental funds, or the traveler's personal funds.
4. Travel to and from the annual meeting must be by the least expensive mode of travel unless prior approval has been received. For example, if airfare to a meeting is \$300.00 and a rental car charge would be \$500.00, we would pay for the airfare or reimburse \$300 of the rental car charge. We expect reservations to be economical.

Please note that when traveling outside the country or domestically, U.S. carriers must be used per USDA requirements.

5. **In order to have airfare reimbursed it must be charged to an approved ARC Multi-State project and/or the Multi-State Extension budget.** One way to ensure this is to have the travel agent call Ellen Yeates at ARC and she will first check to see that all approvals are in place from the ARC/Extension areas. The airfare can then be put on the Multi-State CTA. The other way is to use a personal or departmental WSU corporate card and have the airfare included for reimbursement on the Travel Expense Voucher (TEV).

Before ARC can authorize its account for the airfare, it must have (a) **The authorization memo from the Multi-State Administrative Advisor recognized on the web-based NIMSS system** and (b) **A copy of your TA signed by the department chair** in our office (a faxed copy is sufficient).

6. Approval is generally given to stay in the lodging facility where the meeting is being held to achieve maximum benefit of having a business interaction with the other

travelers on the project or committee. Be sure to mark number 2 or 3 as applicable on the TA in the box for Lodging Exception. .

7. Quite often Multi-State meetings are in conjunction with other professional meetings. This is one of the benefits of participating on a Multi-State project or ERA committee because we can reimburse travel to and from the authorized meeting. The traveler, therefore only incurs the per diem and registration expenses of the professional meeting.
8. After the meeting, the faculty member will work with their department and assigned CAHNRS Business Center (Pullman campus departments) to complete the TEV within 10 days.

All budget and expense paperwork must be processed through ARC administration. **Reimbursement of expenses may be delayed, partially reimbursed, or denied if the TA is not submitted for approval to the ARC before the trip and/or the TEV paperwork is not submitted through the ARC office for payment.** Ellen Yeates is the designated contact for Multi-State Travel. The TEV must be processed through ARC, not the Business and Finance Office (BFO) so expenses can be tracked for reimbursement later.

9. Exceptions to this policy must be reviewed and approved in writing, preferably by email, by the Director of the ARC; and if an Extension appointment is involved, by the Associate Director for Extension.

Although the above procedures are not new, this memo has been sent out as an annual reminder. If you have any questions please do not hesitate to call Ellen Yeates at: 509-335-4563.

NOTE TO ARC/RESEARCH/EXTENSION TRAVELERS: Please remember to tell the person doing the travel paperwork that the trip is Multi-State and to please send this paperwork to Ellen Yeates in CAHNRS at ARC mail stop 6240, not the Business and Finance Office.