

Rachel Unger

From: Rachel Unger
Sent: Tuesday, November 02, 2004 1:55 PM
To: Academic Unit Leaders (UnitLdrsAcad@lists.cas.psu.edu)
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Subject: REVISED Policy for Cost-Sharing on Multi-State Travel

The Policy for Cost-Sharing on Multi-State Travel is being revised effective with travel after **January 1, 2005**. This policy applies to technical committee, coordinating committee, education/extension and research activity, development committee, and advisory committee meetings (to include project prefixes of NC, NCAC, NCCC, NCDC, NCERA, NE, NEAC, NECC, NEDC, NEERA, NRSP, S, SAC, SCC, SDC, SERA, W, WAC, WCC, WDC, and WERA).

The College will continue its policy on cost-sharing with faculty on travel to attend *authorized* annual multi-state meetings. The College will pay **up to \$500** per meeting, for the official representative and/or members of the multi-state project team to attend the meeting. If there is more than one person on the project, the amount of cost-sharing will be distributed accordingly (but will not exceed \$500). For any expenditures less than \$500, all costs will be reimbursed.

All requests for funding must be submitted in writing through your unit leader in advance of the scheduled meeting and should include an estimate of the total cost and identification of the multi-state project or committee. Once this request is received by Rachel Unger (runger@psu.edu), an email confirmation will be sent indicating approval/disapproval of the request.

Upon returning, and to avoid delay, the unit should process all the necessary paperwork to reimburse faculty for their travel. All travel to official multi-state projects must have the expenditures charged to general funds (404 or 504) and the appropriate station project in order to be considered for cost-sharing. Travel to multi-state coordinating committees should have expenditures charged to general funds and project number 3690. *All travel, regardless of function, must have expenditures assigned to an applicable multi-state project.*

To receive approved cost-sharing, a copy of the IBIS Special Request for Check, completed travel support form, copy of Direct Bill for Airfare (if applicable), and all back-up should be submitted to Rachel Unger for computing and transferring of appropriate cost-share funding (via a budget amendment through Administrative Services).

The College will continue its policy of covering **all** travel expenses to organization meetings of new multi-state projects and on-going projects that we wish to explore for possible participation. This funding is limited to one meeting, after which the unit is responsible for all costs of subsequent meetings until we are official participants. These travel expenses must also be approved in advance (per the above guidelines). All expenditures for these meetings must be charged to general funds (404 or 504)

and assigned to station project 3690.

With this cost-sharing arrangement, we encourage and hope that faculty attend all scheduled multi-state meetings each year. In this time of fiscal constraints, this is an opportunity to link with other researchers and obtain a critical mass to address important topics.

If you have any questions, please contact Rachel Unger at 814-865-3136 or via email at runger@psu.edu.

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