

# Multi-State Travel - Training Handout

## FAQ's

### 1. What is considered Multi-state Travel (project and committee travel)?

Multi-State Travel is usually the trip a registered participant takes to attend the authorized annual meeting of their Multi-State research project or Multi-State committee group.

### 2. If the registered participant cannot attend, can someone else go in their place?

The participant is usually the main PI or designated WSU representative and must be currently registered on the project or committee. If an exception is requested for another to attend in their place then the one of the following will apply:

1. Another currently registered participant can attend without any additional special request to the CAHNRS Office of Research (COR) other than the usual Workday Spend Authority. It should include a comment that the non-PI participant has been given the approval to attend the meeting by the PI and will be authorized to use the project budget for their expenses.
2. The traveler is not at registered participant. Then approval must be made by COR/Extension administration in writing, preferably by email. (Sometimes a graduate student will be attending to do a presentation on behalf of the PI.) It may be in the best interest of the traveler to join the project officially if they are faculty and may be contributing in the future or need a COR project for funding.

Exceptions to this policy must be reviewed and approved in writing by the Director of the COR; and if an Extension appointment is involved, by the Director or Associate Director of WSU Extension. Please review the Travel Memo for additional procedural information.

### 3. What if more than one participant wants to attend the meeting?

More than one participant can attend the meeting, but only one will have their travel expenses reimbursed by the COR. However, the reimbursement can be split between multiple travelers upon approval. Otherwise, the other participant(s) must find funding from other sources in their own department or grants. The Spend Authority should specify which traveler has been designated as the Multi-State participant for COR funds.

### 4. How do I get a participant registered on a project so they can go to the annual Meeting?

Submit a participant's Appendix E (signed first by their Dept. Chair or Director) to the COR for the Ag Experiment Station Director to sign to approve their addition. If the participant also has any or all of their appointment with Extension, then the Extension Director here will also sign. The participant must have the Appendix E done and in the NIMSS system and a Spend Authority in place in their department before funds will be authorized for their travel. If the Spend Authority comes in at the same time as the traveler is seeking reimbursement, expenses will be reimbursed at the discretion of the director.

### 5. What Multi-State events are paid for by COR/Extension?

The Multi-State event most often paid for by COR/Extension is the authorized annual meeting of their group. On occasion (and as an exception with prior approval from COR/Extension) funds may be authorized for a participant to attend a meeting to produce a publication or a rewrite/revision of the current project or committee.

### 6. How am I able to use the project's budget if it shows as overdrawn for the travel expenses?

It may be a possibility that the project budget and/or Extension operating budget gets overdrawn for Multi-State travel expenses. However, these expenses are reimbursed. You need to use the project budget so we can show that Multi-State monies are being used on behalf of the program. Any expenses over the maximum remain as an expense on the budget so it still may show some negative amount if no additional funds are allocated.

**7. How do I do the Spend Authority (budget numbers, travel dates, exceptions, annual leave, current with paperwork for project, foreign travel) for a Multi-State trip?**

When completing the Spend Authority to request approval for Multi-State Travel and request COR/Extension funding, be sure to check the following items before sending it to your department:

- A. Is the participant registered on the project and has their progress reports for current projects or NRS reports for new projects done so they can go?
- B. Check the participant's appointments to determine the percentages of Teaching, Research, and Extension they have.
- C. Be sure to list the correct project number in the Account Section – and your Extension Operating Budget number as well if there is a percentage of their appointment with Extension. Call the COR if you are not sure which budget to use.
- D. Travel dates can be listed as one day before and one day after the meeting.
- E. If you have another professional meeting in conjunction with Multi-State, be sure to list that in comments. Include a statement of which expenses will be charged against the other meeting and be sure to list the other meeting's budget. Give details of any exceptions: Personal leave around the meeting times, the request of a rental car, registration to be paid on the Spend Authority (along with the registration paperwork) and accommodation details if something is unusual.
- F. Follow any other procedures your department has in place for travel.

**8. What are some things NOT to do.**

**Taking a Trip:**

A participant should not go on a Multi-State trip without first getting a Spend Authority authorized to pay for expenses when they return (if they want reimbursement by the COR) At this point, the COR is under no obligation to reimburse expenses and it could be flagged for special consideration by the COR/Extension Directors to decide if reimbursement will be given.

First class tickets are not approved. Only use U.S. Carriers for airline travel unless situation does not offer U.S. transport (travel within a foreign country).

Do not stay at a non-headquarters hotel at higher rates without explanation. Travel requires paperwork showing that it was the best available published rate (you can use copies of internet pages) before it is decided that it is reimbursable at above per diem rates. Also, if proximity to the main hotel is still more cost effective than travel expenses to and from a less expensive hotel, then list this explanation in the Details area of the reimbursement paperwork.

Do not charge personal expenses on WSU travel cards. It is prohibited.

Do not wait more than two weeks to submit a request for reimbursement.