

**WSU Agricultural Research Center/ WSU Extension
Policy on Travel in support of Approved Hatch Multistate Research Project, Coordinating
Committees, National Research Support Projects, Development Committees and
Education/Extension and Research Activity Committees
February 1, 2007**

The Agricultural Research Center (ARC) and WSU Extension will fund one faculty member per approved Hatch multistate 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. 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 will not suffice as an authorization.

Travel funds provided by the ARC or WSU Extension under this program will be limited to \$1200 per trip. If the traveler holds a split appointment in the ARC and Extension, funding will be split according to the traveler's appointment percentages. If the traveler holds a split appointment 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 \$1200. Funding for authorized travel under this program that exceeds the \$1200 provided by ARC and/or Extension must come from other appropriate sources such as authorized travel funds already written into grants or other departmental funds.

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

ARC and WSU Extension approval for multistate travel will be based on the following considerations:

1. Maintaining a current ARC project: To receive any funding from the ARC, all CRIS forms for new ARC proposals or progress reports for current ARC projects must be complete at the time of application for multistate travel funding.
2. One ARC and/or Extension faculty member per multistate project or ERA/Development/Coordinating committee will be funded for travel to one meeting per year.

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

In addition to the above requirements, when an exception is requested, the following will also be considered:

Productivity associated with the multistate Project or Committee: Please list any publications the traveler has authored within the past three years or grants the traveler has received within the past three years as a result of the affiliation with the multistate research project, coordinating committee, or ERA committee to which the travel funding is requested. Attach this information to your Travel Authority (TA).