Air Travel Support Program  
2014-15 Guidelines

The Air Travel Support Program is designed to assist faculty and full-time administrative staff at Ohio University in supporting their research and creative activity. Funds are available to support trips to destinations on the University’s KingAir plane. The destinations eligible for this program encompass those within an approximately 1,000 mile radius from Athens, OH. Trips that exceed this distance may be approved, depending on the trip activities and anticipated outcomes. Activities that are allowable under this program include (1) meetings with sponsors or potential collaborators and (2) travel to conferences or dissemination of creative works. To schedule a flight, at least 4 faculty/staff must travel. This requirement may be waived under certain circumstances. In addition, student travel may be approved, depending on the trip activities and anticipated outcomes.

All flight costs will be covered by this program. In addition, up to $100 can be reimbursed for ground transport or lodging expenses via the VP for Research Office upon request. Incidentals, such as meals and other out of pocket costs during travel must be covered by the traveler or their unit.

Faculty who do not hold a tenure track appointment must contact the program coordinator for special permission to be considered.

General Rules
This program funds air travel on the University KingAir plane for the purpose of meeting with potential sponsors or collaborators or travel to conferences or dissemination of creative works. The destinations eligible for this program encompass those within an approximately 1,000 mile radius from Athens, OH. Trips that exceed this distance may be approved, depending on the trip activities and anticipated outcomes.

Requests for other types of visits may be approved by the program coordinator. The intent is for the plane to make up to two trips per month, depending on faculty/staff interest. The trip length can be one or two days (one night), depending on the goals of the trip and itinerary. To schedule a flight, at least 4 faculty/staff must travel. This requirement may be waived under certain circumstances. In addition, student travel may be approved, depending on the trip activities and anticipated outcomes. If an individual or group wants to tentatively reserve a flight but does not requisite number of travelers, the program coordinator will try to find additional travelers. Once a flight is scheduled, the date will be posted to www.ohio.edu/research/funding.cfm and others may request a seat (up to 9 seats total).

Procedures
To participate, travelers must email a proposal to the program coordinator, including:

- A statement of purpose and anticipated outcomes.
- The names of any sponsors or collaborators.
- The dates and destination of the trip.
- The number of faculty/staff and students traveling.
- The estimated cost of the trip.
- Any other relevant information.

All proposals must be submitted at least 30 days prior to the flight date. The program coordinator will review the proposals and notify the travelers of the decision.

Once the flight is scheduled, travelers must provide the following information to the program coordinator:

- A copy of the itinerary.
- A statement of the expenses incurred during the trip.
- Any receipts for expenses.

All expenses must be submitted to the program coordinator within 30 days of the trip. The program coordinator will review the expenses and reimburse them according to the guidelines.
• the names and titles of people traveling;
• a description of the goals of the trip and meeting contacts
• dates of travel and destination.

Following the trip, the travelers must email a final itinerary, with major goals accomplished, to the program coordinator.

Questions and Proposals should be addressed to the program coordinator:
Roxanne Maleʻ-Brune, 740-597-1227, male-bru@ohio.edu
101A Research and Technology Center