

## **Air Travel Support Program 2019-20 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 and C90 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 (seats 9) or C90 (seats 6) 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.

To schedule a flight, at least 4 faculty/staff must travel. This requirement may be waived under certain circumstances. In addition, student travel with the faculty/staff may be approved, depending on the trip activities and anticipated outcomes.

The trip length can be one or two days (one night), depending on the goals of the trip and itinerary. The planning unit using the plane will be charged half of the pilots' per diem and hotel costs and plane per diem, split estimated at \$300, for travel including an overnight stay.

**CONTINUED FOR FY19:** A longer trip may be approved if (1) the plane is available and (2) the planning unit using the plane is willing to pay half of the pilots' per diem and hotel costs and plane per diem, split estimated at \$300/night, for each night.

### **Procedures**

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

- 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 Male'-Brune, 740-597-1227, male-bru@ohio.edu

101A Research and Technology Center