

## **Air Travel Support Program 2022-23 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.

### **General Rules**

For FY23 the University will be using a third-party provider, Wheels Up Aviation. Destinations eligible for this program encompass those within an approximately 500-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
- (2) travel to conferences or dissemination of creative works.

For FY23, the trip length can be one or two days (one night), depending on the goals of the trip and itinerary. For trips with an overnight stay, there is no additional charge. Multiple overnights stays are not allowed, as this would require two round-trips (drop-off and pick up), which is not economical.

*To schedule a flight, at least 5 faculty/staff must travel.* This requirement may be waived under certain circumstances. In addition, student and research collaborator (external to Ohio University) travel may be approved, depending on the trip activities and anticipated outcomes. Wheels Up Aviation typically utilizes two classes of plane: Citation and KingAir350i and can accommodate up to 8 passengers.

All flight costs will be covered by this program. Ground transport or lodging expenses and 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.

### **Procedures**

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

- the names and titles of people traveling;

- a description of the research/creative activity goals of the trip and meeting contacts
- dates of travel and destination.

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

**Questions and Proposals should be addressed to the program coordinator:**  
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