

## **ADMINISTRATIVE PROCEDURE - College of Agriculture and Natural Resources**

Sub-unit:                   **Agricultural Experiment Station**

Subject:                    **AES - Regional Research Travel Support**

Effective Date:           **July 1, 1999**

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### **A.    Purpose**

The Associate Dean & Associate Director of the Maryland Agricultural Experiment Station will provide up to \$500 for faculty travel to attend regional research meetings, provided the faculty member is a current Principal Investigator (i.e. Voting Member) on an AES regional research project.

### **B.    Procedure**

1. PI to provide request for AES Regional Project travel subsidy via e-mail to Associate Dean for AES ([ja35@umail.umd.edu](mailto:ja35@umail.umd.edu)). Request **must** state their regional project number.
2. Associate Dean for AES will forward request to Assistant Dean for Finance and copy the Executive Administrative Assistant for AES. The Assistant Dean will verify that the requestor is a PI on a current research project.
3. PI is notified of approval by the Assistant Dean via email and copies the Executive Administrative Assistant for AES. The email will contain the FAS # to be used by the PI for expense reimbursement.
4. Upon completion of travel, PI is to an expense statement up to the \$500. The expense statement will be routed through the AES office.

### **C.    Contact**

AGNR Fiscal Office, Associate Dean for AES