

## ADMINISTRATIVE PROCEDURE – For Multi-State Projects

Sub-unit: **Maryland Agricultural Experiment Station (MAES) -**

Subject: **AGNR MAES – Regional Research Travel Support**

Effective Date: **February 20, 2014**

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A. **Purpose**

The Associate Dean & Associate Director of the Maryland Agricultural Experiment Station will provide up to \$1,000 for faculty travel to attend regional research meetings, provided the faculty member is a current Principal Investigator (i.e., Voting Member) on a MAES regional research project.

B. **Procedure**

1. PI to provide request for MAES Regional Project travel subsidy via e-mail to Associate Dean & Associate Director for MAES Dr. Adel Shirmohammadi ([ashirmo@umd.edu](mailto:ashirmo@umd.edu)), the office Coordinator for MAES, Ms. Theresa Simmons ([tsimmons@umd.edu](mailto:tsimmons@umd.edu)), the requester's Departmental Finance person, and the requester's Department Chair. Request **must** state their regional project number and the date of the project meeting. Request should be submitted at least three weeks before the project meeting date.

2. Associate Dean for MAES will review the request and notify the PI and copy [tsimmons@umd.edu](mailto:tsimmons@umd.edu) via email with an answer regarding the status of the approval at his earliest convenience.

3. Once the request has been approved. The PI will use his/her own Departmental FRS account number to create a Travel Approval Request (TAR) for the meeting. Upon completion of the travel, the PI or the Business Manager will contact [tsimmons@umd.edu](mailto:tsimmons@umd.edu) for an FRS account number to JV up to \$1,000 for travel purpose with the submittal of appropriate receipts. The PI will only be allowed to use the money for the travel requested for a particular multi-state project for which they are a voting member. Please send Ms. Theresa Simmons a copy of the JV and copies of the appropriate receipts to: Theresa Simmons, 1201 Symons Hall - MAES, College Park, MD 20742 or via email at [tsimmons@umd.edu](mailto:tsimmons@umd.edu).

4. The Associate Dean also request that you please submit a small paragraph regarding the outcome of the meeting via email to [ashirmo@umd.edu](mailto:ashirmo@umd.edu) and a copy to [tsimmons@umd.edu](mailto:tsimmons@umd.edu).

C. **Contact**

Adel Shirmohammadi, [ashirmo@umd.edu](mailto:ashirmo@umd.edu) or call (301) 405-2459

Theresa Simmons, [tsimmons@umd.edu](mailto:tsimmons@umd.edu) or call (301) 405-2462