

AquaFish CRSP Travel Policy Summary

(version dated 12/13/07)

All travel paid for with AquaFish CRSP funds must be in direct support of CRSP activities. The US or HC Principal Investigator approving travel must have funds budgeted for such travel. Domestic travel requires approval only from the US or HC Principal Investigator.

All international travel (travel that crosses **ANY** international border) must also be approved by the CRSP Director. In order for an international trip to be approved by the Director, it must be specifically detailed in the subcontract budget. The International Travel Request Form must be submitted prior to traveling. (See attachment.) In addition to CRSP approval, travel whose primary purpose includes interaction with USAID or which was not included in the budget also requires USAID approval. The CRSP Management Entity will seek this concurrence on behalf of the traveler via the USAID/Washington office.

The US Lead PIs are responsible to OSU for ensuring that CRSP travel regulations are followed. Lead USPIs may wish to set up an internal project-level travel approval system, or have all travelers within a given project obtain approval from the project's Lead USPI. Good practice for approvals could mean that each person obtain approval from at least one step up the subcontracting "chain."

All travelers must have the appropriate approvals in place before departure. In addition, all travelers must have up-to-date **Emergency Locator Forms** on file with the CRSP prior to travel (see attachment). Travelers are required to submit an updated Emergency Locator Form with their next travel request if there have been changes (i.e., address of the traveler or the traveler's next of kin.)

A trip report is required for all international travel. Trip reports must be submitted to the CRSP ME as part of the regular quarterly report immediately following the end date of the trip. Trip reports are mentioned in the quarterly report forms as a reminder. Quarters run from 10/1-12/31; 1/1-3/31; 4/1-6/30; and 7/1-9/30; Quarterly reports are due one day after the end of each quarter. Please do not send your trip report independently on a different schedule as it will run the risk of getting misplaced. Please send reports to aquafish@oregonstate.edu with the subject line: Trip Report from (place or places visited).

By and large, travel must be conducted using US flag carriers; PIs should consult the CRSP ME regarding the very limited exclusions to this rule that are available. The travel procedures for each type of travel are delineated below. This rule applies to **ALL** travel, not just travel from the U.S. Example: If an HCPI is traveling from Brazil to Peru, a U.S. carrier should be used if available.

More detailed information on USAID travel rules can be found at

<http://www.usaid.gov/policy/ads/300/303mab.pdf>

Current federal per diem rates can be found at

http://aoprals.state.gov/web920/per_diem_action.asp?MenuHide=1&CountryCode=0000

Domestic Travel

- Traveler submits travel request to Project PI, whether HCPI or USPI.

International Travel without Mission Contact

- At least 40 days prior to departure, traveler submits a travel request to PI (next person up the subcontracting "chain").

- The approved request is forwarded to the CRSP Director for approval at least 30 days prior to planned departure.
- Note that Lead USPIs (for 2007-9 competitive research projects: Fitzsimmons, Haws, Borski, Pomeroy, Diana, Quagraine) may require an intermediate step for their approval. Since the Lead USPI is responsible for ensuring all rules are followed, he or she may wish to approve project-level travel, and then forward their approval to the Director. **Lead USPIs who wish to add this step must notify the ME by 1/14/08 so that the ME travel approval process reflects the new understanding.**
- The request is returned to the traveler at least 20 days prior to planned departure, with the Director's approval or disapproval. Travel requests requiring special USAID approval will take longer to process.

Emergency preparedness

Although it is not required, travel insurance is strongly encouraged prior to international travel. Most US Educational institutions offer travel insurance or can help arrange buying such insurance. It is also strongly recommended that travelers carry emergency contact information for each country that will be visited.

Trip Reports

Trip reports are an important source of information. They are required for international travel and optional for domestic travel. If more than one person is traveling as part of a group, only one trip report is required for the group. The trip report must include:

- Name of traveler(s)
- Scope of Work for the trip –can be an itinerary or in narrative form
- Observations
- Suggestions or recommendations
- List of persons met with contact information if known

Photos are optional for trip reports, but useful since these reports often form the basis for outreach publications:

- Photos – 1. Can be attached to or embedded in your trip report; 2. Can be sent separately on CD to the Management office (CRSP, 418 Snell Hall, OSU, Corvallis, OR 97331-1643 USA); 3. Can be electronically posted to the CRSP's photo archive on gmail (please contact Jim Bowman for instructions if you choose to send photos to gmail).

In the quarterly report immediately following your trip, please send your trip report to aquafish@oregonstate.edu, with the subject line: Trip Report from (place or places visited). Reports sent to other ME addresses or independent of the regular quarterly report may not be received or acknowledged.

Questions about travel? Please email aquafish@oregonstate.edu, subject line: For Hillary, travel question

Thank you.