

Registration is now open for the 2022 Extension Annual Conference

As you prepare to attend, here are the following **travel** requirements for attending the conference.

1. If you are planning to attend only **one day** of the conference, you should submit your mileage and parking reimbursement on your approved **FY23 blanket spend authorization** for monthly in-state ground transportation.
2. If you plan to attend **multiple days** but are traveling less than 45* miles, you are not eligible for overnight travel and should submit your mileage and parking reimbursement on your blanket spend authorization for monthly in-state ground transportation.
 - a. *A pre-travel policy exception has been approved by CFAES leadership to allow employees that **live or work more than 20 miles** from the conference site to stay overnight if requested (as opposed to the standard 45-mile policy). Please indicate in the business purpose of your travel spend authorization that you are requesting an exception to the 45-mile overnight limit, and your cost center manager will Ad Hoc SFO Terry Snoddy to approve your exception request. Exceptions will not be granted for conference attendees that live less or work less than 20 miles from the conference site.
3. If you plan to attend **multiple days** and will travel over 45 miles, but do not plan to stay overnight (making multiple round trips), you should apply for a separate spend authorization for only the conference dates since you are eligible for overnight travel.
 - a. Submit your reimbursement on expense report from new spend authorization, not your blanket spend authorization.
 - b. Be prepared to provide a business justification for the mileage expense should it potentially exceed the conference rate for lodging.
4. If you plan to attend **multiple days**, traveling over 45 miles, and plan to spend the night; the normal overnight process applies.
 - a. New SA# for the trip
 - ER# for reimbursement

Resources for applying for spend authorizations and submitting expense reports:

- [Blanket](#) (mileage/parking only)
- [Overnight](#)

Also, this year your registration will be charged to your department with a cost center journal for all OSU employees who register. Please provide accurate worktags (Cost Center, Balancing Unit and Fund required at minimum) in your CVENT registration for the conference. ***A requisition is not required to process your registration payment.*** If your department is covering the cost of your registration, please pay with worktags only. Do not pay with credit card, check or personal money.

For questions, contact Patty Corfman.4, Sarah Mays.201, or Vickie Snyder.252.

