

UPPER MISSISSIPPI RIVER RESTORATION – ENVIRONMENTAL MANAGEMENT PROGRAM
LONG TERM RESOURCE MONITORING PROGRAM

Final Travel Policy
May 2012

Purpose

To help standardize travel costs and practices among the UMRR-EMP Long Term Resource Monitoring Program (LTRMP) network of field stations, UMESC, and the Corps of Engineers technical representatives as funded through the annual LTRMP Scope of Work (SOW).

Background

Effective implementation of the LTRMP requires a collaborative effort among the participating entities, including travel required for data collection under base monitoring, in-person participation by state and federal partners in program coordination and science advisory meetings, and broader communication with and outside the LTRMP partnership. This guidance provides basic ground rules for annual travel budgeting purposes. However, if any state or federal agency has specific rules and requirements regarding travel, those requirements will be accommodated to the extent possible. If an agency changes its requirements, it will be the responsibility of the respective Field Station Team Leader to supply this information.

Travel under Base Monitoring (aka MSP)

All travel required for monitoring and field data collection will be included in the annual budget. For state field stations, travel for monitoring should be included as 'vehicle operational costs' on the annual budget template. Travel for specific staff to attend LTRMP meetings should be requested in the Base Monitoring budget submittals. Travel related to specific meetings and projects should be covered by the budget developed to support that work. Such projects should be included in the annual scope of work or in other funding documents developed during the fiscal year. See Table 1 for a general list of travel and meeting expectations for all LTRMP staff. Most LTRMP specific meetings are held at locations in the five Upper Mississippi River states (Missouri, Illinois, Iowa, Wisconsin, and Minnesota).

All LTRMP staff that develop budgets should consider travel needs at the beginning of the year and develop their budgets accordingly. Funding needed for travel may vary by agency and meeting depending on location and agency guidelines. For Field Stations, travel not related to base monitoring should be included on the 'travel in-state' and/or 'travel out-f-state' lines of the annual budget template. If unanticipated travel needs arise during the year, additional funds can be requested from the LTRMP Management Team.

In years when the LTRMP appropriation is below that required to fully fund the Base Monitoring scope of work, travel and funds for travel may need to be reduced relative to the general expectations laid out in Table 1. In that situation, guidance will be provided by the LTRMP Management Team, in consultation with the States, with travel for monitoring as the highest priority.

