Registration is now open for the 2019 Extension Annual Conference.

As you make preparations to attend, here are T# requirements for attending the conference.

1. If you plan to attend only one day of the conference, you should submit your mileage and parking reimbursement on your blanket T# for monthly in-state travel.
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 T# for monthly in-state travel.
   a. *Unless pre-travel policy exception is approved, contact Jesse Buxton (.26) for details if you feel you may need an exception.
3. If you plan to attend multiple days and will travel more than 45 miles, but do not plan to stay overnight (making multiple round trips), you should apply for a separate T# since you are eligible for overnight travel.
   a. Submit your reimbursement on the overnight T# form, not the in-state mileage log.
   b. Be prepared to justify the mileage expense if it potentially exceeds the GSA rate for lodging ($122/night).
4. If you plan to attend multiple days, traveling more than 45 miles, and plan to spend the night, the normal overnight T# process applies.

Also, this year you are required to complete an eRequest as approval for your registration cost. As a reminder, please be sure to enter your request as an “Internal Order” to “OSU Extension Event Services.” The registration form will ask you for your PR#. It is best practice to not complete your registration until your eRequest is approved. Also, if you use an overnight T#, it is best practice to include that T# in your eRequest as well.