 MU Extension Summit  
FAQ Page 

Participation

Q: Who can attend the conference?
A: The Extension Summit agenda is for faculty and staff engaged in programming for MU Extension. If you are in a support function, please check with your supervisor for approval and consider if the conference agenda is appropriate for your role. As in the past, Summit programming is less likely to apply to NPAs and YPAs. Those positions have alternative training opportunities throughout the year.

Hotel

Q: How do I arrange for my hotel stay?
A: MU Extension has blocked rooms at the Holiday Inn Executive Center, 2200 I-70 Drive SW, Columbia, Mo., and arrangements have been made for direct billing. To reserve your room, contact the hotel directly at 573-445-8531 or go online to https://goo.gl/741Z21. Be sure to indicate you are with the MU Extension Summit (EX7) direct bill. You will need to provide the names of both occupants when making the reservation. Online, enter two guests at the time you select the dates and be sure to enter the guest name as you are entering your contact information. (Note: For billing purposes, you will be asked to provide your roommate information in the conference registration system as well.) You will be required to provide a credit card to cover any incidentals; only lodging cost will be direct billed. Please make your reservation by Oct. 3, 2017, to ensure a discounted rate.

All rooms are double occupancy unless there is a reason in keeping with the American Disabilities Act. Those who wish to request single occupancy under ADA should submit the Special Housing Request Form (PDF) to their supervisor. Supervisors should send approved forms to the MU Conference Office. Approval must be secured before you reserve a room. If you require specific room accommodations, please tell the hotel when making your reservation.

Q: What if I don’t select a roommate?
A. Individuals who do not designate a roommate will be notified that they must select one. If one is not self-selected – one may be assigned. Hotel rooming lists will be reviewed so direct-billing information is accurate.

Q. I am a fairly new employee, and I don’t know many people yet. How can I find out if others are looking for a roommate?
A. Contact your program director, regional director or supervisor for help finding a roommate.

Q: Which nights will be covered for attending the conference?
A: Hotel bills for Oct. 24 and 25 will be submitted by direct bill to Extension. Those traveling a distance that requires more than four hours of travel or those expected to be in Columbia for additional meetings may request approval for lodging Oct. 23 by sending the request Special Housing Request Form (PDF) to their supervisor before making reservations. Approved forms should be submitted to the MU Conference Office prior to the Summit.

Q: Can I make charges to my hotel room?
A: The hotel rooms will be direct billed to the university. Guests will be required to provide a credit card at registration for additional expenses charged to their room. Accounts should be settled before
leaving the hotel. Extension will only pay for the hotel room, all other charges are the responsibility of the individual.

Q: I live in Columbia. Should I plan to stay in a hotel for the conference?
A: Those residing in Columbia or the surrounding area are expected to commute as usual. A general rule of thumb is 50 miles or less should commute. Specific questions should be discussed with your supervisor, who will make recommendations for exceptions.

**Travel and meals**

Q: Do I have to carpool to the conference?
A: Participants are expected to carpool to save expenses. Individuals who are not able to carpool should seek approval from their supervisor so appropriate travel reimbursements can be made.

Q: If I have six to eight people to carpool with, will a van rental be reimbursed?
A: A van rental through Enterprise can be paid directly with a university purchasing credit card and is acceptable for the drive to the conference and back. A copy of the pcard statement and receipt will need to be sent to Shelly DeJaynes for approval. If Enterprise is not available in your area, a local rental company can be used and the cost will be reimbursed through a regular expense report.

Q: Which meals will be covered as I travel to and from the conference?
A: If you are traveling more than four hours and are approved for an overnight stay on Oct. 23, the university will pay for dinner Oct. 23 and breakfast Oct. 24. Requests for meal reimbursement traveling to and from the conference should be submitted only when travel time and conference business necessitates a meal on the road. See university travel reimbursement policies.

Q: What about meals during the conference?
A: The following meals are provided at the conference: Oct. 24 lunch and dinner, Oct. 25 breakfast and lunch, and Oct. 26 breakfast. The following meals are on your own: Oct. 25 dinner and Oct. 26 lunch. Meals on your own can be reimbursed in accordance with university policies. Participants will not be reimbursed for other meals when planned conference meals are available.

Q: What MoCode should I charge my travel to?
A: The MoCode will be sent in the confirmation email to participants after you register.

Q: When can I submit my travel expense report?
A: Your travel expense report can be submitted through the T&E system as soon as you arrive back from the conference. All travel must be submitted by Dec. 15, 2017, to avoid tax being assessed. For help entering your travel expense report, refer to the T&E help website or contact your fiscal person.

Q: How long will it take to be reimbursed for my travel expense report?
A: Depending on the number of travel expense reports being received by the approval department, your expense report will either be approved or sent back for revision within one week of submission. Once the expense report is approved, the amount should be directly deposited into your bank account within one to five business days.
Q: What can I do to speed my travel expense report approval?

A: First, enter one expense line then use the Default Accounting for Report tool to input the conference MoCode from your confirmation email. You can then enter the remaining expense lines.

Second, mileage on separate dates should be created as separate mileage lines in the T&E system. If the mileage is a one-day round trip, the mileage is to be created as one line with the words “round trip” in the comments.

Third, if the hotel cost is being covered by the conference then please add the words “hotel direct billed” in the expense report main comment box.

Finally, meals on your own can be reimbursed in accordance with university policies. For overnight travel, in the T&E system choose the expense type Meals Per Diem for each day of meal reimbursement. In the Detail section of the Meal Per Diem line, the start time on the first day needs to be adjusted to the start of your trip. The same for the last day with the end time being adjusted. Meals provided by the conference may need to be deducted by choosing the Per Diem Deductions link in the Meal Per Diem expense line. For additional meal options, please refer to UM allowable expenses policy.

For help entering your travel expense report, refer to the T&E help website or contact your fiscal person.

Miscellaneous

Q: What is the dress code for the conference?
A: Business casual (but professional). We will have many guests attending the conference.

Q: How do I join or renew my membership with UMEA and other professional associations?
A: Please complete and submit the UMEA form (PDF) or the other Professional Membership Form (PDF) or visit their table(s) during registration check-in on Oct. 24, 2017.

Q: Will there be a silent auction again this year?
A: Yes! We need your help in bringing items for the auctions. Your organizational chairs or presidents will be sending out information.