

DIVISION OF BIOLOGY & BIOMEDICAL SCIENCES TRAVEL FUNDS FORM

This form is designed to assist students in applying for/requesting the DBBS travel funds. This form should be completed and signed by the Student, the Thesis Mentor and the Program Director and turned into the Graduate Student Coordinator.

DBBS Travel Funds Policy: The Division provides up to \$600 toward travel expenses for all students during their graduate training (research meeting, conference or career development). Students may request use of the Division travel funds after the thesis proposal has been approved by the Thesis Advisory Committee. Any exceptions to these requirements must be approved by the Program Director and the Associate Dean of Graduate Education (DBBS). Students must complete the [Travel Funds Request Form](#) and turn it in to the Graduate Student Coordinator. DBBS does not reimburse business expenses on a per diem basis. Reimbursements are based on actual expenses incurred and an original, detailed receipt for each expense must be provided. Automobile expenses will be reimbursed at the current IRS mileage rate; gas receipts cannot be reimbursed (if the mileage reimbursement exceeds the cost of air travel, the amount of the reimbursement will be the lesser airfare). If the cost of the trip is greater than \$600, the additional expense must be paid by a source other than DBBS. Travel on United States Flag carriers should be used to the maximum extent possible and is required for all international travel. Alcoholic beverages will NOT be reimbursed.

INTERNATIONAL TRAVEL: When traveling internationally, DBBS asks students to review the Washington University International Travel Policy and strongly encourages the completion of the International Travel Registry. Both documents can be found on the Washington University Global Opportunities website: <http://sa.wustl.edu>.

PLEASE NOTE: If total expenses of the trip exceed \$600 (and the thesis mentor will be providing the additional funds), the student should turn all receipts in to his/her thesis department. That department will contact the DBBS Financial Projects Assistant (Laura Delmez, delmezl@wustl.edu) for the \$600. If the total expenses are less than \$600, all receipts should be turned in to the student coordinator and a travel expense report completed.

Student Name:			
Dates of Conference/Meeting (month/day/yr)	Start:		End:
Location of Conference	City:	State:	
Name of Conference			

Conference/Meeting: _____ Career Development: _____

Will you be presenting at this conference/meeting: Yes: _____ No: _____
 *If yes, please include a copy of your presentation abstract and/or poster title along with this form.

Will your involvement in this conference/meeting include any focus on cancer research: Yes: _____ No: _____
 *If yes, please attach a brief explanation for how cancer research will be involved.

If the total expenses for this trip will exceed \$600, please list the other source (Thesis mentor, grant/scholarship, etc.) that will be providing the additional funds and the contact person for finances in that department:

DBBS Travel funds requested for reimbursement: \$ _____

Signatures:

Student	Date	Program Director <small>(May be obtained before form is completed)</small>	Date
Thesis Mentor	Date	Coordinator	

<u>For Office Use Only</u>	<u>Thesis Proposal Approved</u>	<u>Funds Available</u>
Date:	Amount:	Date:
	Date:	Cc: Student
	Department	