

## **CONFERENCE TRAVEL REIMBURSEMENT POLICY FOR BMB GRADUATE STUDENTS**

Program funds are available for PhD, MD/PhD and MS Biochemistry and Molecular Biology (BMB) graduate students to receive travel expense reimbursement for attending scientific meetings where the student:

- (1) presents a paper at a conference
- (2) serves as a group discussion moderator
- (3) presents at a poster session

The BMB program will reimburse graduate students for up to \$1000 total for conferences during the course of the student's graduate education. The \$1000 can be used for one conference or be divided among multiple conferences.

Funding will be given only to those applicants who can demonstrate their participation in a conference (i.e. presenting data) and not just attending a conference. The BMB track will not approve advances. If you are awarded funding, the money will be reimbursed after your trip as long as you submit receipts along with your Expense Reimbursement Form. The BMB travel reimbursement can be used in combination with the two \$300 Health Science Division Graduate School travel reimbursements available to PhD and MD/PhD students.

To qualify for the BMB travel reimbursement, fill out the following BMB Travel Request Form and get it signed by your advisor and then the GPD. The form must have attached proof of conference participation. Submit a copy of the form to Anna Dauzvardis in the Graduate School office (SSOM-300).

After the conference, a Loyola University Chicago Expense Reimbursement Form (<http://www.luc.edu/media/lucedu/finance/pdfs/expreimb.pdf>) must be filed with Anna Dauzvardis within three weeks of returning from the trip. Anna can help with the completion of this form and will provide the accounting unit for your \$1000 reimbursement. To meet the demands of the Budget Control Office, attach your portion of the airline/train/bus ticket, all pertinent convention expenses, such as the original hotel bill, all original meal receipts and a copy of the conference program.

# BMB Travel Request Form

Biochemistry and Molecular Biology Program

Name: \_\_\_\_\_

Bldg: \_\_\_\_\_ Room: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Name of Conference: \_\_\_\_\_

City, State: \_\_\_\_\_ Dates: \_\_\_\_\_

Title of Presentation: \_\_\_\_\_

\_\_\_\_\_

Type of Presentation (poster, oral, panel): \_\_\_\_\_

**PRESENTATION DOCUMENTATION: A copy of information documenting your professional participation at this conference, e.g. acknowledgement letter, copy of appropriate program page MUST accompany this request.**

Please return this form and proof of participation to Anna Dauzvardis, The Graduate School, CTRE Suite 140.

Advisor Approval:

\_\_\_\_\_ Date: \_\_\_\_\_

GPD Approval:

\_\_\_\_\_ Date: \_\_\_\_\_