CONFERENCE TRAVEL POLICY FOR GRADUATE STUDENTS

Conference monies are available for Graduate School students at the Health Sciences Campus who are to (1) present a prepared paper at a conference; (2) serve as a group discussion moderator; (3) present at a poster session. There is no funding from the Graduate School, LSC. The Graduate School, Health Sciences Campus, will reimburse the graduate student for up to $300.00 per conference for two conferences during the course of the student’s Ph.D. study.

For approval of this funding, complete and submit below “Travel Request” form, prior to your conference. Include professional participation, e.g. acknowledgement letter and email to Margarita Quesada at mquesad@luc.edu.

Please Note: Funding will be given only to those applicants who can demonstrate their participation in a conference for the coming year at the time they apply for funding. The Graduate School will not approve advances. If you are awarded funding, the money will be reimbursed after your trip.

TRAVEL EXPENSE REPORTS

After the conference, a Loyola University Expense Reimbursement form must be submitted to the Graduate School within three weeks.

The Loyola University Expense Reimbursement Form can be found at www.luc.edu/finance/forms.shtml. Choose the “Expense Reimbursement Form” under “Accounts Payable Forms.”

To meet the demands of the Budget Control Office, the graduate student must attach his/her portion of the airline/train/bus ticket, all pertinent convention expenses, such as the original hotel bill and all original meal receipts, and a copy of the conference program.

Return the completed Expense Reimbursement Form and all attachments to Margarita Quesada at email mquesad@luc.edu.
TRAVEL REQUEST FORM – GRADUATE STUDENT

GRADUATE SCHOOL – Health Sciences Campus

Name: ____________________________________________

Program: _______________________________________________________________________

Bldg: __________ Room: ________ Telephone No.: _________________________________

Request: ______1st ______2nd

Name of Conference: _______________________________________________________________________

Title of Presentation: _______________________________________________________________________

City, State: __________________________ Date: ________________________________

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 NOTE:

The maximum reimbursement level for meals while traveling is $74.00 per day: breakfast $18, lunch $20, and dinner $36.

Please return this form and proof of participation to Margarita Quesada at email – mquesad@luc.edu. Correspondence of your conference travel award will follow.

Chairperson’s Approval (if in program): ____________________________________________
Date: __________ Name: Print / Signature

Graduate Program Director Approval: ________________________________________________
Date: __________ Name: Print / Signature

Graduate School Approval:

_________________________________________________________________________________
Mitchell F. Denning, Ph.D. Date

Amount Approved: _____________________