

CONFERENCE TRAVEL POLICY FOR GRADUATE STUDENTS 2012 – 2013

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.**

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 Report must be filed with the Graduate School within three weeks. 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.** The Travel Expense Report and all attachments should be sent to the Graduate School, SSOM, Rm. 400.

**GRADUATE SCHOOL
BIOMEDICAL SCIENCES
Health Sciences Campus**

TRAVEL REQUEST FORM – GRADUATE STUDENT

GRADUATE SCHOOL – Health Sciences Campus

2012 – 2013

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 \$64.00 per day: breakfast \$12, lunch \$18, and dinner \$34.

Please return this form and proof of participation to Margarita Quesada, The Graduate School, SSOM, Room 400.

Chairperson's Approval: _____ **Date:** _____

Graduate School Approval:

Richard H. Kennedy, Ph.D.

Date

Amount Approved: _____