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 $500 total for conferences during the course of the student’s graduate education. The $500 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 Karla Navarro-Vega 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 Karla Navarro-Vega within three weeks of returning from the trip. Karla can help with the completion of this form and will provide the accounting unit for your $500 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 Karla Navarro-Vega, The Graduate School, CTRE
Suite 140.

Advisor Approval:

______________________________________ Date: ____________________

GPD Approval:

______________________________________ Date: ____________________