

Travel Reimbursement Requirements

The purpose of this document is to ensure that proper documentation and approvals are obtained for student travel grants before and after a student engages in qualifying student travel, such as presenting at a conference.

Please note that students must present as “**First Authors**” at conferences or meetings in order to be reimbursed.

Pre-Travel Submission Checklist (student must hand in **2 weeks before** traveling):

1. A copy of the student’s **first-author** presentation abstract
2. A copy of acceptance as a presenter at the conference
3. Completed Travel Request Form (see next page) including PI signature

Submit the above three documents to Dr. Xiaoi Chen (Grants Administrator, Room 131) for approval.

The approved Travel Request Form and the two supporting documents (1 and 2 above) will be kept by the WCGS Finance team. If applicable, submit documentation of conference registration/fee payment and bank statement showing proof of payment to the WCGS Finance team as well.

Post-Travel Submission Checklist (student must hand in within **45 days** after traveling):

1. Conference badge (or other proof of conference/meeting attendance)
2. Copies of proof of travel: boarding passes (airline); ticket/e-ticket receipt (train or bus)
3. Copies of all itemized receipts for reimbursement (e.g., hotel, airfare, registration, meals, ground transportation, etc.)
4. Conference agenda showing meals provided as part of the conference
5. Bank or credit card statements with proof that expenses were paid

If you have any questions, contact:

Frank Perez: frp3002@med.cornell.edu

1300 York Ave, Room A139

(212)746-6565

Weill Cornell Graduate School of Medical Sciences
Graduate Student Travel Request Form

(MD/PhD students: use MD/PhD Graduate Student travel request form.)

NAME	PROGRAM	DATE
E-MAIL ADDRESS		YEAR IN SCHOOL
MAILING ADDRESS		
HOME PHONE		LAB PHONE
TRAVEL DESTINATION		DEPARTURE DATE
PURPOSE OF TRIP		

BUDGET: \$800 per academic year (July 1st - June 30th)

PRESENTER STATUS: This support is for students who present as first author at a conference. Attach to this form the abstract of the paper that you will present, along with evidence that you have been accepted for presentation at the conference.

OTHER FUNDS: Accompany this form with proof that you have applied to the conference sponsor for funds to support your travel. What is the status of that application?

PLEASE NOTE: The Graduate School may request that students who receive travel awards present poster displays of their research at Graduate School events.

APPROVALS

Major Sponsor (Print Name)	Major Sponsor Signature	Date
_____	_____	_____
Xiaoai Chen		
Grants Administrator, Graduate School	Grants Administrator Signature	Date
_____	_____	_____

NOTE: Travel Request Form must be submitted BEFORE going to conference. Receipts must be submitted within 45 days of completion of travel.