



PhD Graduate School Travel Reimbursement Guidelines

Eligibility:

PhD students in the BCMB, IMP, Neuroscience, Pharmacology, and PBSB programs are each eligible for \$800/year reimbursement to support presentations as first authors at conferences or meetings.

Exception: Students who have WCM major sponsors and also receive support from institutional T32 grants or F31 fellowships should instead request support from their PIs. Because WCGS provides PIs significant financial support, the expectation is that PIs support student conference travel. You may direct questions to Dr. Xiaoi Chen, xic2001@med.cornell.edu.

The process outlined here must be completed to ensure reimbursement.

No later than two weeks before you travel:

Submit **in e-mail** to Dr. Xiaoi Chen (Sr. Grants Administrator, Room A131) for approval:

- PDF version of your first-author presentation abstract
- Proof of acceptance as a presenter at the conference (forwarded e-mail or PDF)
- Completed Travel Request Form (see next page of this document) including PI signature (digital signature preferred; submit as PDF)

After Dr. Chen approves, she will pass your paperwork to the Graduate School finance group.

Within 45 days after traveling:

Submit (**via e-mail in PDF format**) to Vincent Graziadio, Finance and Data Coordinator (vtg2002@med.cornell.edu) the following:

- **Completed and signed expense form (see page 3 of this document)**. For each described reimbursement, type the dollar amount; the form will total at bottom.
- Conference badge copy (or other proof of conference/meeting attendance)
- Conference agenda showing meals provided as part of the conference
- Proof of travel: boarding passes (airline); ticket/e-ticket receipt (train or bus)
- Receipt for each expense you included on the form
- Bank or credit card statements with proof that each expense was paid

Within 3 weeks after submitting materials to Vincent:

Vincent will e-mail you at your WCM e-mail address to tell you your check is ready to be picked up in Room A139.

Please direct questions to:

Vincent Graziadio: vtg2002@med.cornell.edu

1300 York Ave, Room A139

(212)746-6565

Travel Request Form

Guidelines (page 1) describe eligibility and the process. Please read before completing form.

(MD-PhD students in PhD years use MD-PhD Travel Request form.)

Name _____ Program _____

Travel Destination _____

Name of Conference _____

Departure Date _____

Budget: You may request up to \$800 per academic year (July 1 - June 30).

Presenter Status: Accompany this form with abstract of paper to be presented along with proof of acceptance as conference presenter.

Other Funds: Accompany this form with proof that you will also receive travel support from the conference sponsor or other sources; indicate the amount of other support.

Please Note: As a recipient of travel funding from the Graduate School, you may be asked to present poster displays of the research at Graduate School events.

Approvals:

Major Sponsor Name: _____

Major Sponsor Signature: _____

Date: _____

Sr. Grants Administrator: Xiaoi Chen

Sr. Grants Administrator Signature: _____

Date: _____

TRAVEL EXPENSES

Payee Name:

Payee CWID:

Meeting Attended:

Departure Date:

Expenditure Type	Description	Amount
Domestic Conf/Seminar Fee		
Domestic Air/Rail Travel		
Domestic Ground Transportation		
Domestic Lodging		
Domestic Meals		
Domestic Other		
Int'l Conf/Seminar Fee		
Int'l Air/Rail Travel		
Int'l Ground Transportation		
Int'l Lodging		
Int'l Meals		
Int'l Other		
	TOTAL	

I certify that these are legitimate WMC business expenses.

Payee Signature:

Date: