



MOLECULAR & CELLULAR BIOLOGY PROGRAM

Travel Funds Release Form

Name: _____ E-mail: _____

Lab: _____ Mailstop: _____

I intend to present a research paper or a poster at this conference: Yes No

I will use two or more grants to pay for this trip: Yes No

(2nd grant) Name & dept.: _____ (2nd) Grant amount: _____

Sponsor Organization _____

Meeting Title _____

Conf. City/State _____ Current Membership? Yes No

Conf. Start & End Date _____ Personal travel? No
 Yes (Dates:) _____

Depart Seattle Date _____ Return to Seattle Date _____

Hotel Check-in Date _____ Hotel Check-out Date _____

MCB Travel Funds:		For MCB Office Use	Budget	TOP
<input type="checkbox"/> Conference:	\$	<input type="checkbox"/>		
<input type="checkbox"/> Membership:	\$	<input type="checkbox"/>		
<input type="checkbox"/> Paper/Poster:	\$	<input type="checkbox"/>		
<input type="checkbox"/> Airfare:	\$	<input type="checkbox"/>		
<input type="checkbox"/> Shuttle/Taxi:	\$	<input type="checkbox"/>		
<input type="checkbox"/> Food (per day):	\$	<input type="checkbox"/>		
<input type="checkbox"/> Hotel (total):	\$	<input type="checkbox"/>		
<input type="checkbox"/> Other:	\$	<input type="checkbox"/>		

Signature _____ Date _____



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ALL REIMBURSEMENTS REQUIRE PROOF-OF-PAYMENT AND A TRAVEL EXPENSE SPREADSHEET

Use this form to request the release of your travel funds allowance. Each expense will deplete the total travel funds allotment and you may use remaining allocations for more than one trip. It is your responsibility to not seek reimbursement amounts in excess of your travel funds balance. If you are unsure of your travel fund balance, please contact MCB.

Travel funds are primarily used to send a student to a professional conference so that the student can present their original research to colleagues.

Application to fund, take and to be reimbursed for the trip consists of 3 parts:

- 1) Travel Funds Release Form. Complete and return this form to the MCB Fiscal Specialist, Box 357275 or fax to 206-685-8174.
- 2) E-mail an approval request to either Drs. Richard Gardner or Nina Salama (your UW or Fred Hutch Program Director) explaining your purpose for the conference, the conference's focus, the sponsoring organization, location and date of your travel and what funds/grants will be provided to cover the trip. They will approve your request via e-mail. Attach the e-mail to this form or forward it to the MCB Office.
- 3) Reimbursements will be made when receipts or proof of payments have been submitted. For questions about travel expenses (present & future) and reimbursement, contact jcb01@uw.edu

PURCHASING YOUR TRIP: once approved contact the Fiscal Specialist *before* making any arrangements to discuss paying with your own (or PI/Lab) money or using the Program credit card (PROCARD).

PREPAYMENT FOR REGISTRATION FEES and other expenses are authorized to use the program PROCARD or CTA. **Flight arrangements** can be made with our travel agent, *Tangerine Travel*, tangerine@tangerinetravel.com. **Non-sponsored lodging** can be prepaid with personal funds and can be reimbursed post-trip.

AFTER THE TRIP REIMBURSEMENTS are for expenses you purchased out-of-pocket for which you will want to be reimbursed. Those expenses are usually for payments for non-sponsored lodging, airport/airplane meal costs, modest baggage fees, taxis, shuttles, etc. Receipts are required unless covered as a per diem. Reimbursements will not be run until all travel expense reimbursement forms and documents have been submitted.