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:

a) Travel Funds Release Form. Complete and return this form to the MCB Program
Manager, Box 357275.

b) Email an approval request to use travel funds to either Drs. Celeste Berg or Nina Salama (your
UW or FHCRC Program Director) explaining your purpose for the conference, the conference’s
focus, the sponsoring organization, location & date of your travel and provide what funds/grants
will cover the trip. They will approve your request via email. Attach the email to this form
or forward it to the MCB Office.

c) Reimbursements will be made when receipts or proof of payments have been submitted.
Questions about travel expenses (present & future) and reimbursement? Contact mcb@uw.edu.

PURCHASING YOUR TRIP: once approved contact the Program Coordinator before making any
arrangements to discuss paying with your own (or PI/Lab) money, using the department
(PROCARD) credit card or Central Travel Account (CTA Card).

PREPAYMENT FOR LODGING, FLIGHTS, REGISTRATION FEES and other expense are
authorized to use the program PROCARD or CTA.

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.
# Travel Funds Release Form

Name: ________________________________ Email: ________________________________

Lab: ________________________________ Dept./Division: ________________________________ Mailstop: ________________________________

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

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

Director approval attached:  
- [ ] Yes  
- [ ] No

Sponsor Organization: ________________________________

Meeting Title: ________________________________

City/State: ________________________________

Personal Travel?  
- [ ] Yes  
- [ ] No

Conference Start Date: ___________  
End Date: ___________  
Dates: ___________

Outgoing Flight Date: ___________  
Returning Flight Date: ___________

Taxi Pick up Time (Home) ___________  
Taxi Drop Off Time (Airport) ___________

Hotel Check-in Date: ___________  
Hotel Check-out Date: ___________

## FOR OFFICE USE ONLY

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<th>OBJ</th>
<th>Initial &amp; Date</th>
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<tr>
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<td>Director approval attached:</td>
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<td>Other</td>
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Total amount of MCB Travel Funds to be used: $________

Student Signature: ________________________________  Date: ___________

MCB Manager Signature: ________________________________  Date: ___________