



# Molecular & Cellular Biology in Seattle

AN INTERDISCIPLINARY Ph.D. PROGRAM OFFERED THROUGH  
UNIVERSITY OF WASHINGTON and FRED HUTCH

## 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](mailto: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.



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## 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

	<u>Budget</u>	<u>TOP</u>	<u>OBJ</u>	<u>Initial &amp; Date</u>
Conference: \$				Student database updated:
Membership: \$				Director approval attached:
Paper/Poster: \$				
Airfare: \$				
Shuttle/Taxi: \$				
Food (per day): \$				
Hotel (total): \$				
Other: \$				
<b>Total amount of MCB Travel Funds to be used:</b> \$				

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MCB Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_