**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 at mcb@uw.edu.

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) Email MCB co-directors for approval to use travel funds. Explain purpose for the conference, 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.

b) Travel Funds Release Form. Complete and submit this form along with directors’ approval email to mcb@uw.edu.

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 MCB fiscal specialist *before* making any arrangements to discuss paying with your own 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.

*Updated 10/31/22*
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: _____________

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- Conference: $ _____________
- Membership: $ _____________
- Paper/Poster: $ _____________
- Airfare: $ _____________
- Shuttle/Taxi: $ _____________
- Food (per day): $ _____________
- Hotel (total): $ _____________
- Other: $ _____________

Total amount of MCB Travel Funds to be used: $ _____________

Student Signature: ___________________________ Date: _____________

MCB Manager Signature: ___________________________ Date: _____________

Updated 10/31/22