



Cell & Molecular Biology Training Grant Travel Request **Conference Funds Release Form**

ALL REIMBURSEMENTS *REQUIRE* PROOF-OF-PAYMENT.

You may access up to \$300 **for each year that you are on the grant** (i.e. if you have a 2-year appointment, you may use up to \$600). Funds roll over from year to year.

Travel funds are primarily used to send a trainee/student to a professional conference to present their original research to colleagues.

After being accepted as a trainee, the request to release the conference funds consists of 3 parts:

- a) Conference Funds Release Form: Complete and return this form to the MCB Program at mcb@uw.edu or Box 357275.
- b) Have your PI/advisor complete the PI/Advisor Statement Supporting CMBTG Funds Use form, then attach it.
- c) Reimbursements will be made when receipts or proof of payments have been submitted. If you have questions about travel expenses (present and future) and reimbursement, contact MCB's Program Manager, Denise Barnes (barnem@uw.edu).

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 per diem. Reimbursements will not be processed until all travel expense reimbursement forms and documents have been submitted.



Cell & Molecular Biology Training Grant Travel Request Conference Funds Release Form

Student Name: _____

Email: _____ Phone: _____

Department/Advisor: _____ Mail Stop: _____

Status: Pre-Candidate Ph.D. Candidate For trip, using two or more grants: Yes No

Date Entered Graduate School: _____ Name of Second Grant: _____

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

Meeting Title: _____

Organization: _____

Conference Location: _____ Conference Start & End Dates: _____
City, State OR City, Country Month/Days/Year

Travel Dates: Depart from Seattle: _____ Return to Seattle: _____
Date & Time Date & Time

Personal Time and Dates: _____

CMBTG Funds: \$ _____

Estimated Costs: \$ _____

Conference: \$ _____

Membership: \$ _____

Paper/Poster: \$ _____

Airfare: \$ _____

Shuttle/Taxi: \$ _____

Food (per day): \$ _____

Hotel: \$ _____

Other: \$ _____

For MCB Office Use Only:

	Budget	TOP	Database updated (initial/date)
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____

Applicant's Signature _____ Date _____



**Cell & Molecular Biology Training Grant
PI/Advisor Statement Supporting CMBTG Funds Use**

A request to use CMB Training Grant funds is not complete until MCB has received both the trainee/student's fund release form and the PI/advisor's statement.

Trainee/Student's Name: _____

Statement of support for request of travel funds:

PI/Advisor's Signature _____ Date: _____