



## 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.

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](mailto:mcb@uw.edu).
- 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, contact MCB's Program Manager, Denise Barnes ([barnem@uw.edu](mailto: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. 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: \_\_\_\_\_