CMB TRAINING GRANT TRAVEL REQUEST
Conference Funds Release Form

Name: ___________________________ Phone: _______________ Email: _______________________

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 ________________________________________________________________________

Conf: City/State ___________________________ Conf: Start & End Date _______________________

Depart Seattle Date ___________________________ Return to Seattle Date _______________________

Hotel Check in Date ___________________________ Hotel Check out Date _______________________

Personal time and dates are:
_________________________________________________________________________________

CMBTG Funds:

<table>
<thead>
<tr>
<th>Estimated Costs:</th>
<th>For MCB Office Use</th>
<th>Budget</th>
<th>TOP</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Conference:</td>
<td>$</td>
<td></td>
<td></td>
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<tr>
<td>□ Membership:</td>
<td>$</td>
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<tr>
<td>□ Paper/Poster:</td>
<td>$</td>
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<tr>
<td>□ Airfare:</td>
<td>$</td>
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<tr>
<td>□ Shuttle/Taxi:</td>
<td>$</td>
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<td>□ Food (per day):</td>
<td>$</td>
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<td>□ Hotel (total):</td>
<td>$</td>
<td></td>
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<td>□ Other:</td>
<td>$</td>
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</tbody>
</table>

Signature of Applicant ___________________________________________ Date _______________
ALL REIMBURSEMENTS REQUIRE PROOF-OF-PAYMENT AND A TRAVEL EXPENSE SPREADSHEET

USE FORM TO SPEND CMB TRAINING GRANT FUNDS

You may access up to $300 for each year that you are on the grant (i.e. if you have a 3 year appointment, you may use up to $900. Funds roll over from year to year)

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

After being excepted for the grant, 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 Coordinator, Box 357275 or Fax to (206) 685-8174

b) Have completed the PI/Advisor Statement Supporting CMBTG Funds Use form.

c) Reimbursements will be made when receipts or proof of payments have been submitted. Questions about travel expenses (present & future) and reimbursement contact MCB Finance

PURCHASING YOUR TRIP: once approved contact the Program Coordinator before making any arrangements to discuss you 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.
NOTE TO PI/ADVISOR: Please forward this directly to the MCB Office via mail (Box 357275) or FAX (685-8174). The student will separately submit the CMBTG Funds Usage form. A request to use CMB training grant funds is not complete until MCB has received both the student’s form and the PI/advisor’s statement.

Student’s Name

Statement of support for request of travel funds:

______________________________
Advisor’s Signature

______________________________
Date