



## MOLECULAR & CELLULAR BIOLOGY PROGRAM

### Travel Funds Instructions

#### **SUBMIT AN APPLICATION AS FAR AS POSSIBLE IN ADVANCE OF YOUR PROPOSED TRAVEL.**

You may apply for up to your travel fund allowance over the course of your career in the MCB Program. You may use your allocation for more than one trip. If you are unsure of your travel fund balance, please contact Diane Darling (MCB Program Secretary).

These funds are intended primarily for travel to conferences where an oral or poster presentation will be given.

The application consists of 2 parts:

- a) Travel Funds Application Form (attached). Complete and return this to the MCB Program Secretary, Box 357275.
- b) An email request must be sent to Dr. David Raible ([draible@u.washington.edu](mailto:draible@u.washington.edu)) or Dr. Michael Emerman ([memerman@fhcrc.org](mailto:memerman@fhcrc.org)), explaining the purpose of your travel and providing the various details. Dr. Roelink or Dr. Emerman will approve your request via email. Please be sure to cc Diane Darling ([ddarling@u.washington.edu](mailto:ddarling@u.washington.edu)) when making this request.

**Once funds have been approved, discuss the details of your travel plans with the Program Secretary. AIRLINE TICKETS** must be purchased through the MCB Program travel agent (TangerineTravel) unless you have approval from the Secretary to do otherwise. **REGISTRATION FEES** should be processed by the Program Secretary in advance of the trip, using the program Visa. You are responsible for your own lodging and meal arrangements, which are reimbursed following the trip when you present appropriate receipts (per diem rates apply). Exception: If lodging and/or meals are included in a package with conference registration, it can be prepaid with the program Visa.

If you have any questions regarding use of MCB Program travel funds, please contact the Program Secretary at 543-0253. If the Program Secretary is not available, please contact Terry Duffey (Manager) at 685-3156 or [tduffey@u.washington.edu](mailto:tduffey@u.washington.edu).



# MOLECULAR & CELLULAR BIOLOGY PROGRAM

## Travel Funds Application Form

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Department/Advisor: \_\_\_\_\_ Mail Stop: \_\_\_\_\_

Status:  Ph.D. Candidate  Pre-Candidate Date of Advance to Ph.D Candidacy: \_\_\_\_\_

Date Entered Graduate School: \_\_\_\_\_ Student #: \_\_\_\_\_

Meeting: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Meeting Location: \_\_\_\_\_ City, State  
Dates: \_\_\_\_\_ Month/Days/Year

Travel Dates: Depart from Seattle: \_\_\_\_\_ Return to Seattle: \_\_\_\_\_

If travel dates differ from meeting dates, please explain:

Paper has been accepted  Paper is pending acceptance for presentation  No Paper

Is the paper to be presented a result of research done for your dissertation?  Yes  No

Has the research been published?  Yes  No Presented at another meeting?  Yes  No

**Total Amount Requested:** \$ \_\_\_\_\_

**For MCB Office Use:**

Estimated costs for use of these funds:

\_\_\_\_\_

Conference Registration: \_\_\_\_\_

\_\_\_\_\_

Airfare: \_\_\_\_\_

\_\_\_\_\_

Food/Lodging: \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

**Total Estimated Costs:** \_\_\_\_\_

**Actual Funds Used:** \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Cc: