

Genetics and Molecular Biology Supplemental Travel Funds Policy

Revised January 19, 2005

GMB students may petition the Director for supplemental funds to travel to a scientific conference. To receive funds, the student must be presenting their work (first author) in either an oral or poster presentation. The funds must be used for airfare, meeting registration, or hotel accommodations. Funds may not be used for food and beverages.

Procedure:

To petition for funds, GMB students should send an e-mail at the time that they submit an abstract to the Director describing the meeting and its location. The abstract should be attached. If granted, a return e-mail from the Director will serve as a receipt of award.

Limitation:

Funds are limited, and are available on a first come, first served basis.
A GMB student may receive funds only twice during their tenure as a student.
Within any academic year, no more than two students from the same laboratory may receive GMB travel funds.

Reimbursement:

Receipts to be claimed must be brought to the GMB Director's office with a copy of the award letter.