

# Student Travel Reimbursement Instructions 2008-2009

## *Before Travel Takes Place*

As a Neuroscience Graduate Student at Emory, you are entitled to be reimbursed for travel expenses from several sources, if you are presenting a talk or poster at a scientific meeting. Emory Policy does not allow for travel expenses to be reimbursed prior to travel, therefore you will need to cover your expenses and submit for reimbursement upon your return.

- 1. The GDBBS, or Division Office (\$100.00); Sample form below**
- 2. The NS Program (\$50.00); Form below**
- 3. The GSC (Graduate Student Council) (\$100.000-\$150); Go to: <http://www.students.emory.edu/GSC/travel.htm>, for the proper instructions.**
- 4. Your Mentor (amount varies)**
- 5. Grants (NS, NRSA, etc) If you receive grant funding, the grant should cover the trip expenses. You should not need to request funding from these other sources.**

Each source will reply to confirm their amount towards you trip. They will also send you the account number to which you should charge the respective amounts.

In order to request funding the NS, GDBBS and the GSC have forms which should to be completed prior to travel. Keep original receipts of all expenses, plane tickets, meals, hotel, registration fees, etc. and enter these onto your expense report upon your return. Although there are university per diem's, these sources prefer to have receipts, especially if reimbursement is through federal funds. So please submit all receipts.

You can bring your NS request form by to Sonia, or send to her via E-mail.

## *Upon Your Return*

You must complete the ON-LINE Emory Travel Reimbursement Form - Log onto the payment system and then - <https://www.emory.edu/FINANCE/payments/travel/newtrip.cfm>

Use the appropriate account numbers provided by your sources to help complete the form. Tape all your original receipts to 8.5 x11 sheets of paper. Print expense form, and take it, along with all original receipts, to Margie Varnado in the GDBBS office (314 Dental Bldg, 1462 Clifton Rd.) she will sign off on the GDBBS **and** NS expenses. If your mentor is contributing, then you will need to have her/him sign off on your expense report also. The GSC prefers to sign off on the account last. **MAKE SURE YOU KEEP A COPY FOR YOUR RECORDS.** If you have any questions, contact the Program Office (404) 727-3707 for more details. Good luck, and enjoy your meeting!

# GDBBS Intent to Travel Sample Letter

(Your Name and Campus Address)

(Date)

Dr. Keith Wilkinson, Ph.D, Director  
Graduate Division of Biological and Biomedical Sciences  
314 Dental Building  
1462 Clifton Rd.  
Atlanta, GA 30322

Dear Dr. Wilkinson:

I would like to request funding in the sum of \$100.00 for scientific travel expenses. I will be attending the (official name of meeting) in (city) on (dates), and I will present (a poster/talk) entitled (title), a copy of my abstract is attached. In addition to the GDBBS, I will receive funding from (NS, GSC, Advisor).

Thank you for your assistance,

Sincerely,

*(Signature)*

(your name)  
Graduate Student  
Neuroscience Program

encl:

# **REQUEST FOR TRAVEL FUNDS**

*Neuroscience Graduate Program*

**SUBMIT UPON COMPLETION TO:** Sonia Hayden, Program Coordinator  
954 Gatewood Rd. Yerkes NSB #4212  
Yerkes NPRC  
[sonia.hayden@emory.edu](mailto:sonia.hayden@emory.edu)

NAME: \_\_\_\_\_

ADVISOR: \_\_\_\_\_

DEPT: \_\_\_\_\_

DEPT. ADDRESS: \_\_\_\_\_

LAB TEL #: \_\_\_\_\_ HOME #: \_\_\_\_\_

## **\*\* Meeting Information \*\***

NAME OF MEETING/CONFERENCE:

\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

TALK **or** POSTER (*circle one*)

TITLE: \_\_\_\_\_

\_\_\_\_\_

LIST OF AUTHORS: (*you should be first*)

\_\_\_\_\_

OTHER REQUESTS FOR FUNDING: (*Please check*)

<i>GSC</i>	<b>* GDBBS</b>	<i>Advisor</i>
Y__ N__	Y__ N__	Y__ N__

**\* Funding should be requested prior to travel.** Advisor's funds are usually requested when travel costs exceed funds granted from the GSC, GDBBS and NS Program. If you are on the NS Program Grant, your travel expenses should be reimbursed from the grant, submit your receipts to Sonia Hayden.