

Division of Medical Sciences Travel Request Form

Reimbursement Policies:

- Before you travel: Complete and return this form to the DMS Accounting Office (260 Longwood Ave., TMEC 432)
- If you are traveling abroad: Please go to www.traveltools.harvard.edu to register your trip.
- The University will process reimbursements for travel only AFTER the travel has taken place.
- Submit your original receipts to the DMS Accounting Office within one week of returning from your trip.
- Proof of Attendance: Submit an event brochure, pamphlet, or name tag from the event.
- Electronic receipts: Submit receipt with a copy of your credit card statement as proof of payment.
- Meals: Must be reasonably priced. Alcohol is not a reimbursable expense. Provide itemized receipts if possible.
- Lodging: A hotel folio or an itemized bill is required.
- Airfare: Lowest coach class fare available. Flight and travel insurance is not a reimbursable expense.
- Please contact the DMS Accounting Office if you plan to use federal funds to pay for any part of your travel.

Personal Information:

Name: _____
 Email address: _____
 Telephone Number: _____
 Harvard ID#: _____
 Are you being supported by an NIH training grant: Yes No
 Describe your research interests: _____

 Comment on how specific research topics covered will be a benefit to your research: _____

Conference Information:

Title: _____
 Location: _____
 Dates: _____
 Have you been accepted to attend this conference? Yes No
 Will you be presenting a talk or poster? Talk Poster
 If you are presenting, please provide brochure mentioning your presentation.

Estimated Expenses:

Note: There is a \$600 limit for graduate students using the DMS Travel Allowance.

Registration: _____
 Meals: _____
 Lodging: _____
 Other: _____
Total: _____

In the event the total is over \$600.00, will you receive financial support from other sources: Yes No
 If yes, Source: _____ Amount: _____

Student Signature: _____

Approval Signature:

_____ = y =u
A (Printed Name & Signature): _____

BBS: Thesis Advisor signature is required if in thesis lab; Program Advisor signature is required if not in a thesis lab.
 Immunology: Thesis Advisor signature is required if in thesis lab; Program Advisor signature is required if not in a thesis lab.
 Neuroscience: Bring to Karen Harmin for Dr. Segal's signature.
 Virology: Bring to Lora Maurer for Dr. Knipe's signature.