

Travel Funding Request

Molecules Cells and Organisms Training Program

Department of Molecular and Cellular Biology

GUIDELINES & POLICIES

- MCO graduate students making satisfactory progress to the degree are eligible for one travel award per year from the MCO Graduate Programs Office between the G1-G2 years. Students must obtain approval from their faculty advisor (or Director of Graduate Studies if G1) and obtain their signature on this form before it is submitted. Students in the G3 year or higher should request financial assistance to attend conferences directly from their advisor.
- In addition to this funding request form, please submit a **printed copy of the conference program** and if you will be presenting a poster or speaking, please indicate that below and provide a **research abstract**.
- Students must apply for funding **before the trip begins**. The program accepts travel funding requests on a rolling basis and once a request is submitted, a decision is made within a few days. Travel awards cannot be made retroactively.
- Unused travel funds do not “carry over” from one year to the next. Each student does not maintain an allotment of funds that carry forward.
- Travel awards are intended to defray some of the costs associated with attending conferences.
- Travel awards are ordinarily used toward conference registration fees, ground or air transportation, and lodging; **not food**.
- Travel awards typically come in the form of reimbursement and this can occur only after conference travel has taken place. If travel is being supported by a combination of funds from the program and the lab, the student must make arrangements with their lab manager to contact the MCO Graduate Programs Office for proper internal billing.
- **Student Reimbursement**: please submit a signed **Non-Employee Reimbursement Form** with original receipts and back-up material within 60 days of the completion of travel. Please consult with the lab or MCO Graduate Programs Office before purchasing any air travel tickets to ensure that all requirements have been met**. Failure to comply with Harvard’s travel policies may disqualify you for reimbursement.
- Travel awards are for training-related expenses such as attendance at conferences or symposia. The program does not provide funds for coursework and other workshops taken outside of Harvard University.

**** If you are traveling outside of the US, please note that if your funding is from a federally-sponsored source (such as the MCO Training Grant) air travel must be with a US carrier, however there are exceptions to this policy, so please check [here](#) for details.**

PERSONAL INFORMATION					
Name:				G-Year:	
E-Mail:			Contact Telephone:		
Advisor/Lab:					
CONFERENCE INFORMATION					
Reason for travel funding request:					
Name of Conference:		Dates of Travel: From: To:		Will you be presenting? Yes: No:	
				Print and attach conference program and poster abstract (if relevant):	
FUNDING REQUEST INFORMATION					
Registration:		Airfare:		Ground Transportation:	
Lodging:		Other:		Total Amount Requested:	
Have you requested travel funds before?		If so please indicate amount and when received:			
Yes: No:		Amount:		Date:	
Have you been awarded an outside fellowship (such as NSF, etc.)?			If you have been awarded a fellowship, is there a travel allowance provided?		
Yes: No:			Yes: No:		

X	X
Student's Signature	Advisor Signature
Date	Date