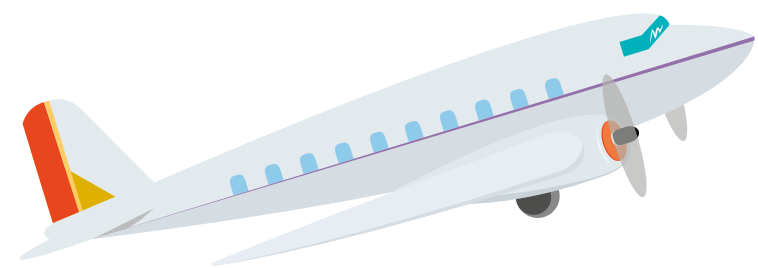
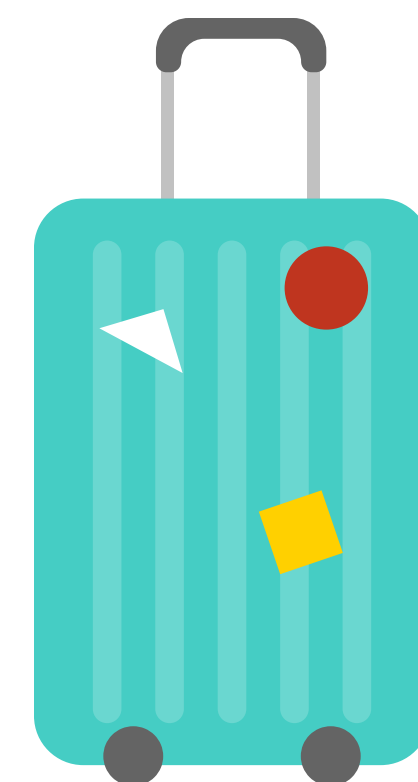
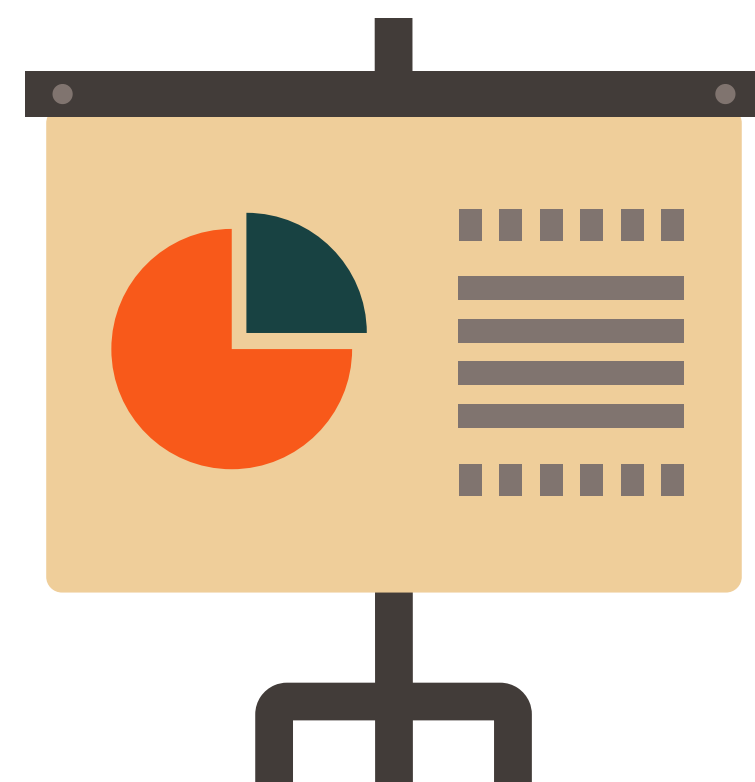




Biology Graduate Student Travel

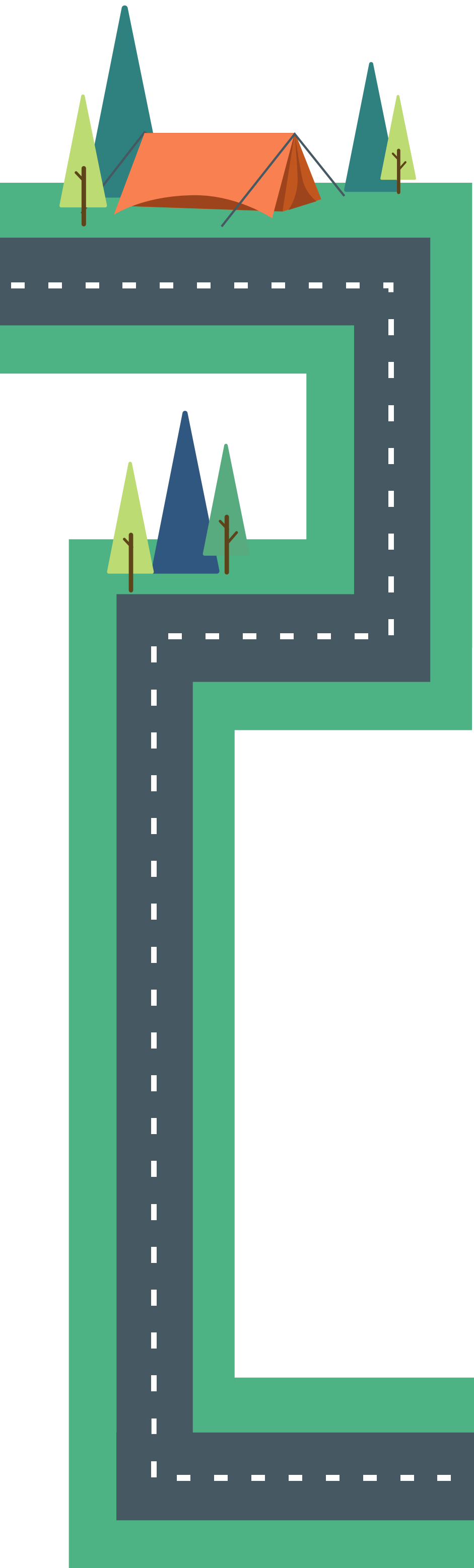


A guide to applying for a TRAVEL AWARD and the GRADUATE STUDENT TRAVEL PROCESS



TRAVEL AWARDS

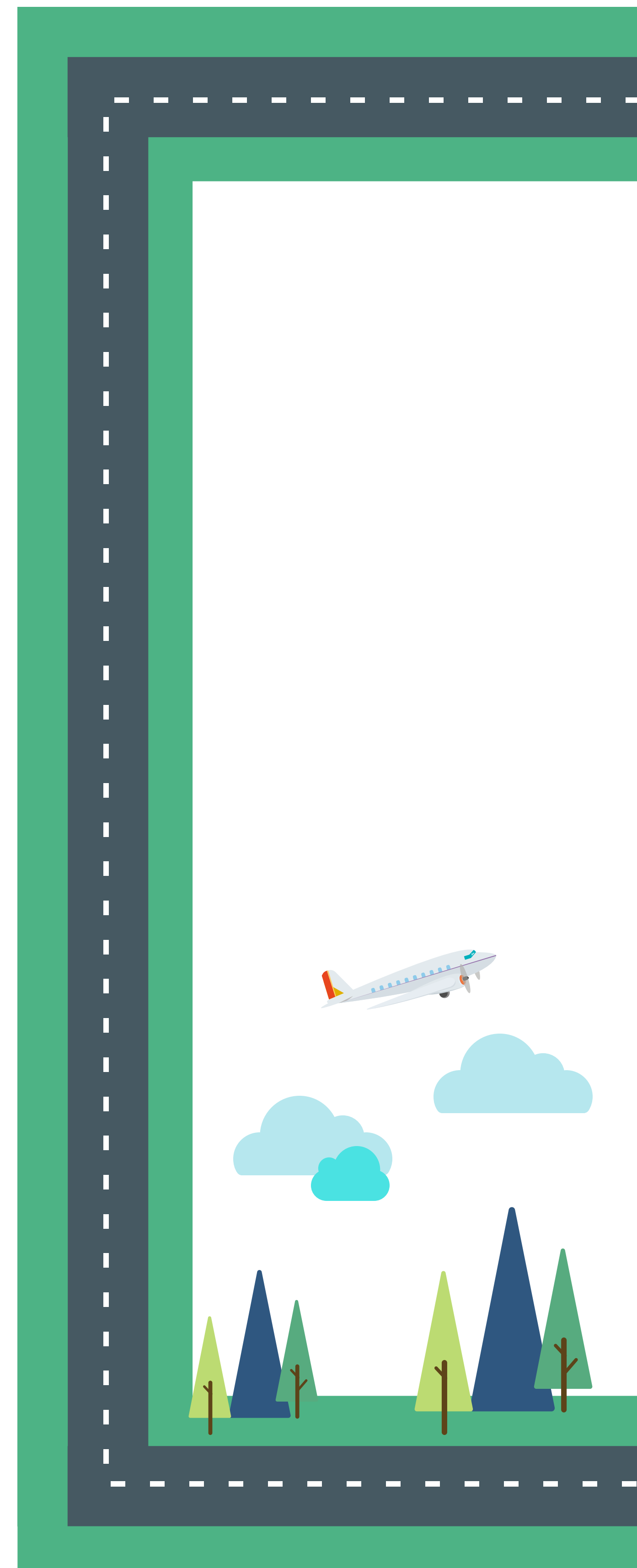
Biology Graduate Students (Plan A MS and PhD) can apply to the Biology Graduate Program for funds to help cover the costs of travel to present their research at conferences.



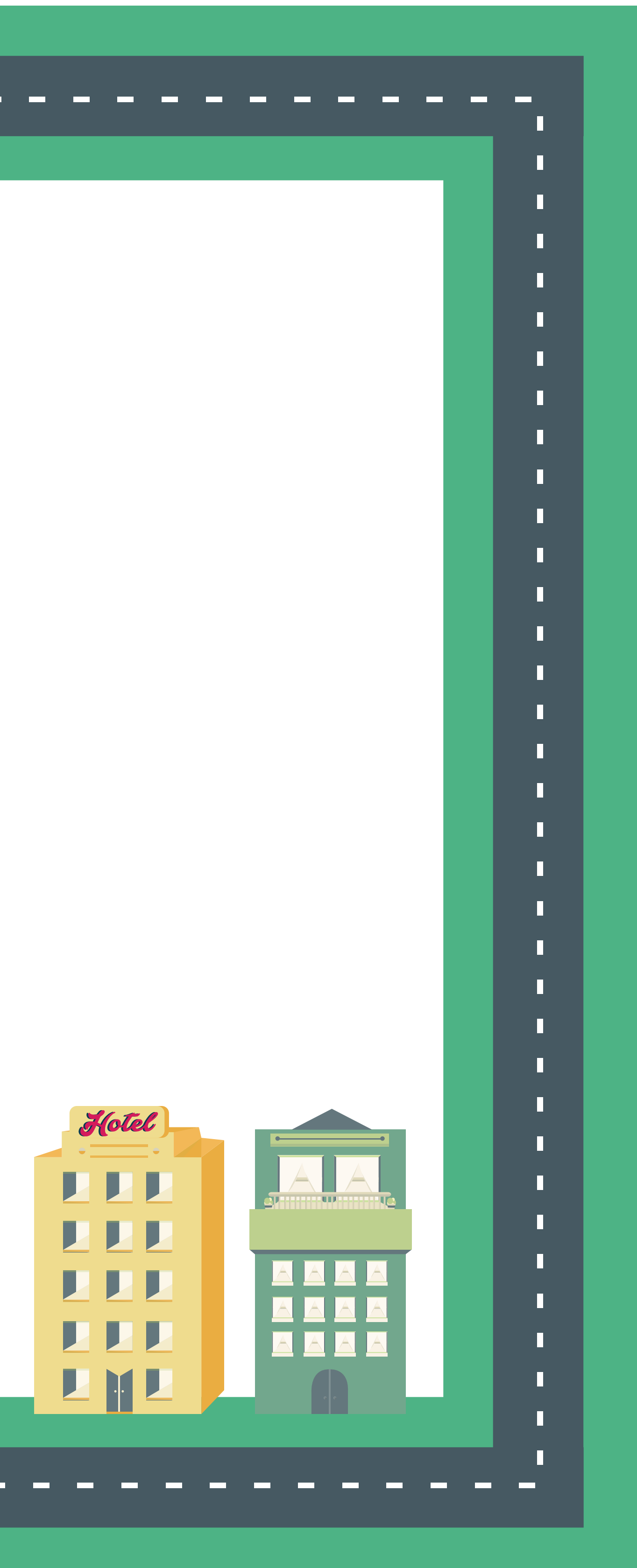
Students are eligible for
ONE travel award per
budget year.



(July 1-June 30)



To apply, students must show evidence, such as acceptance of an abstract, that they will be presenting poster or giving a talk at the conference.

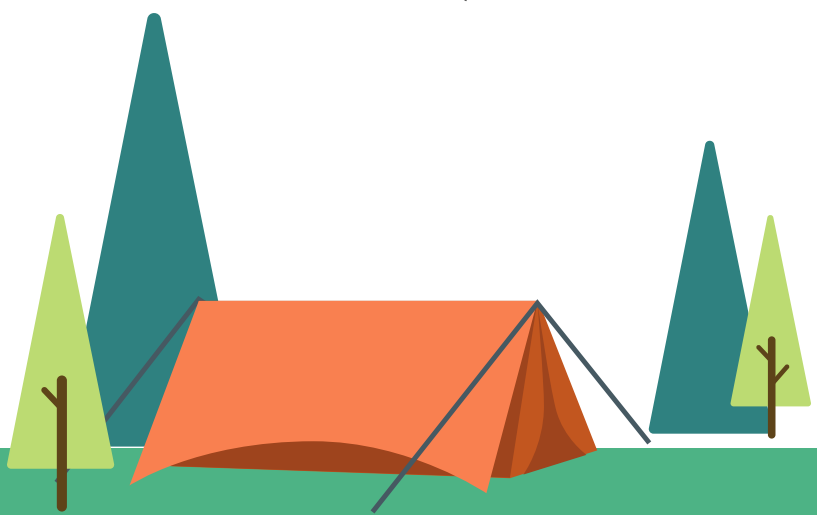


TRAVEL PROCESS

Prior to making any travel arrangements (flight, hotel reservations) student should complete request for travel funding.

Student submits Biology Graduate Student Request for Travel Support Form along with your detailed budget and supporting paperwork as a PDF to the Biology DGS, Dr. David Westneat for approval.

(Please Cc the Graduate Program Manager, Jacqueline Burke on the email.)



Include:



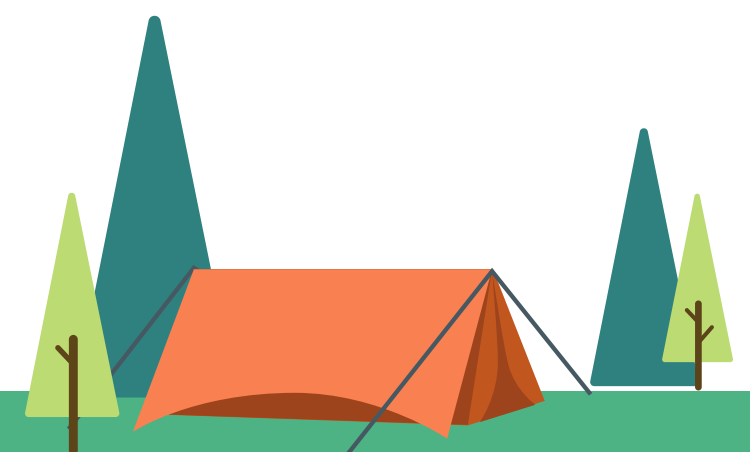
All expenses related to the meeting including transportation, lodging, registration and food.



Additional sources of support (mentor, other travel awards applied for.)



Information on the conference, copy of registration form/letter of invitation.



Once funds are awarded, student completes a Travel Request Form on the A&S Business Center website by logging in with their linkblue ID (a triage ticket is created, please request them to tag Jacqueline Burke on the ticket).

Indicate on form under "additional travel information" that you have applied for Biology Travel Support. Also indicate if your PI is providing any Travel Support.

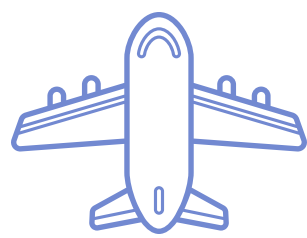




Be sure to keep receipts for your expenses. Receipts must be originals.



Food receipts must be itemized; no alcohol will be reimbursed.



Receipts for airfare, registration and hotel must show the payment method.



You may be reimbursed for transportation to/from hotel, airport and conference site.



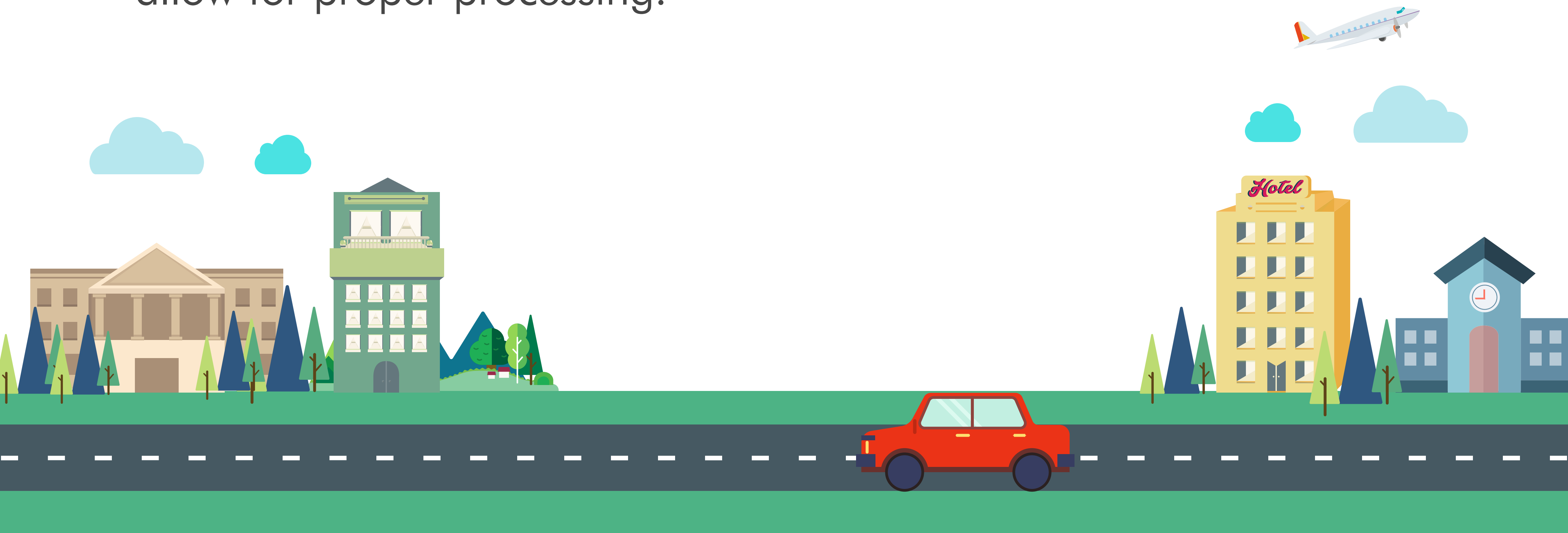
You may be reimbursed for parking and baggage fees.



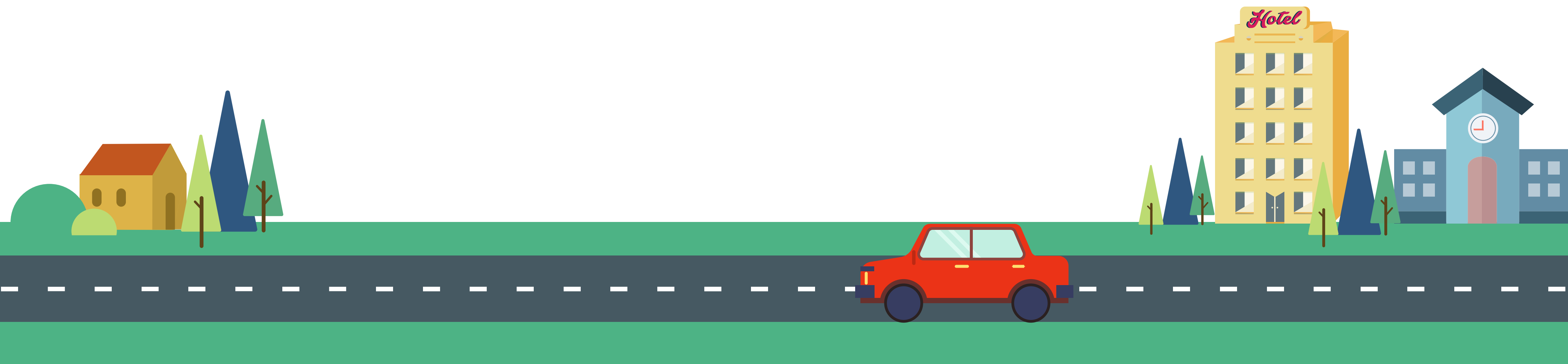
**save
receipts!!**



As soon as you return from travel please update the Travel Ticket you created. Promptly submit any receipt for which you are seeking reimbursement to A&S Business Center 361 in Jacobs Science Bldg. For your convenience, please use this Travel Reimbursement Form to attach to your receipt submission. Travel Return Forms must be submitted within 30 days from the return date of travel to allow for proper processing.



If you are traveling anywhere outside the 48 contiguous states, Alaska or Hawaii, or to US territories, you must register your trip in the university's international travel registry. If you have questions concerning the registration after viewing the site, please contact International Health, Safety & Security (UK IHSS OFFICE) ihss@uky.edu





Questions?



Send an email to Biology Graduate
Program Manager, Jacqueline Burke at

jjburk3@uky.edu

Visit the Biology Graduate Web Page for more info: <https://bio.as.uky.edu/travel-support>

A&S Business Center Travel Request Form: <https://resources.as.uky.edu/travel-form>