Student Name:

Research Advisor:

Today's Date:

Meeting Name:

Meeting Location:

Meeting Dates:

Purpose of Attending Meeting (include poster title if presenting):

Budget (full budget including transportation, hotel, registration, etc.)

Registration $xxx.xx

Travel xxx.xx (specify car, plane, bus, etc.)

Meals (per diem) xxx.xx (minimum of $50 per day but can be more depending on the city)

Other (specify) xxx.xx

Total $xxx.xx

Note: If a travel grant is awarded, funds distributed will be in the form of reimbursement for actual expenses after the meeting following Rutgers rules. The Rutgers Travel Policy is at
<https://procurementservices.rutgers.edu/travel-and-expense/reporting-travel-expenses>

Students must provide original receipts to be reimbursed. Students must also provide a copy of the conference program.

**Very Important:** According to the Rutgers Travel Policy all air tickets, train tickets, hotels, & rental cars must be booked through the internal Rutgers travel agent. If you do not book through the Rutgers travel agency you cannot be reimbursed. There are exceptions for directly booking hotels where the conference has negotiated a reduced rate for attendees. Students are strongly advised to talk with Tamara Crawford prior to making any conference reservations to ensure that the costs can be reimbursed.

Ph.D. students may request and receive a Microbial Biology Travel Award once per year while working toward their Ph.D. degree provided they are presenting their research at the conference. Only post-Comprehensive Exam Microbial Biology Ph.D. students are eligible for this travel award. Travel awards can be up to $1,000 per conference. The Microbial Biology Graduate Program travel awards are meant to supplement funds supplied by the research advisor to attend the conference.