

## CONFERENCE TRAVEL POLICY FOR GRADUATE STUDENTS

Conference monies are available for Graduate School **PhD students** at the Health Sciences Campus who are to (1) present a prepared paper at a conference; (2) serve as a group discussion moderator; (3) present at a poster session. There is no funding from the Lake Shore Campus Graduate School for HSC graduate students. **The Graduate School, Health Sciences Campus, will reimburse the graduate student for up to \$300.00 per conference for two conferences during the course of the student's Ph.D. study.** Complete and submit the **Travel Request Form** below prior to conference for approval.

**Please Note:** Funding will be given **only** to those applicants who can demonstrate their participation in a conference for the coming year at the time they apply for funding. The Graduate School **will not approve advances**. If you are awarded funding, the money will be reimbursed after your trip.

**Prior to attending the conference,** complete the **Travel Request Form** with signatures and presentation documentation and forward it to Margarita Quesada ([mquesada@luc.edu](mailto:mquesada@luc.edu)) in the Graduate School office.

**After the conference,** a Loyola University Chicago [Expense Reimbursement Form](#) must be filed with the Graduate School **within three weeks**. To meet the demands of the Budget Control Office, the graduate student must attach his/her portion of the **airline/train/bus ticket**, all pertinent convention expenses, such as the original **hotel bill**, all original **meal receipts**, and a **copy of the conference program**. The Expense Reimbursement Form and all attachments should be sent to Margarita Quesada or delivered to the Graduate School, CTRE, Rm. 140.

**TRAVEL REQUEST FORM**

Submit before traveling.

**GRADUATE SCHOOL – Biomedical Sciences - Health Sciences Campus**

Name: \_\_\_\_\_

Program: \_\_\_\_\_

Bldg: \_\_\_\_\_ Room: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Request: \_\_\_\_\_ 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup>

Name of Conference: \_\_\_\_\_

Title of Presentation: \_\_\_\_\_

\_\_\_\_\_  
City, State: \_\_\_\_\_ Date: \_\_\_\_\_

**PRESENTATION DOCUMENTATION:** A copy of information documenting your professional participation at this conference, e.g. acknowledgement letter, copy of appropriate program page **MUST** accompany this request.

**PLEASE NOTE:**

The maximum reimbursement per diem for meals while traveling can be found at the Loyola Finance [website](#). Receipts for all meals are required.

Please return this form and proof of participation to Margarita Quesada at email – [mquesad@luc.edu](mailto:mquesad@luc.edu). Correspondence of your conference travel award will follow.

**Graduate Program Director:** \_\_\_\_\_

Name: Print / Signature

Date:

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**Graduate School Approval:** \_\_\_\_\_

Associate Dean

Date:

Amount Approved: \_\_\_\_\_