



Student Poster & Travel Support Request

The Jefferson College of Population Health provides poster and travel support to eligible students and alumni to help defray costs associated with their attendance at professional conferences.

Priority is given to students and alumni delivering a peer-reviewed podium or poster presentation at a regional, national, or other major meeting related to their degree program. Requests for other reasons will also be considered.

To be eligible for support, students must be in good academic standing. Alumni must be presenting at/attending a conference/meeting within 12 months of graduation. Awards are capped at \$500 per student, per year. An additional \$100 per poster printing is available for up to three posters per year.

Students should be aware of the following conditions:

- Awards for travel expenses are not made on a retroactive basis (i.e., for conferences/meetings attended prior to the date of approval).
- Preference is given to applicants who have not been previously funded.
- Requests for travel support should be made at least 30 days prior to the event to guarantee consideration of review. Students will hear back within 2 weeks of submitting a request.
- Applicants should complete this request form with required documentation and submit it to the Director of the Office of Academic Affairs. Pre-approval is available, but reimbursement processing is pending receipts.
- All awards are subject to availability of funding.
- All posters and presentations must have the Jefferson logo on them (see the *Student Handbook* for more information).

Student Poster & Travel Support Request

Student Name: _____ Campus Key: _____

Program: _____ Date Submitted: _____

Purpose of Request: (select all that apply) Poster Travel Other (For Other, attach letter describing request & amount)

Poster Reimbursement:

Title of Poster:

Purpose of Poster: (course requirement, conference, etc.)

Total Amount Requested:

_____ \$ _____

***Required:** (select all that apply)

- Digital copy of poster (8.5" x 11") Receipt for printing of poster
 Documentation - purpose of poster e.g. conference poster acceptance email, course requirement

Travel Reimbursement:

Name of Conference/Meeting:

Location:

Dates:

Reason for attending: _____

Registration \$ _____

Airfare \$ _____

Hotel \$ _____

Gas (indicate mileage) & Tolls \$ _____

Total Amount Requested \$ _____

***Required:** (select all that apply)

- Meeting/Conference announcement
 Invitation to present
 Presentation abstract/poster or description of activities/responsibilities at event
 Letter of support from faculty member or program director (email is sufficient)
 Receipts for requested amounts

*Students will be asked to complete a provided W-9.

Student Signature: _____ Date: _____

Reimbursement Request Pre-Approved for \$ _____ (pending receipts)

Reimbursement Request Approved for \$ _____ W-9 Submitted

Request Denied - _____

Program Director Signature: _____ Date: _____

Director, Academic Affairs Signature: _____ Date: _____