

College of Population Health Student Travel Support Request

The Jefferson College of Population Health provides 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. For alumni, the conference/meeting must be within 12 months of graduation. Requests for other reasons will also be considered.

Travel support is capped at \$500 per student, per year.

Students should be aware of the following conditions:

- Students must be in good academic standing.
- 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.
 - Awards for travel expenses are not made on a retroactive basis (i.e., for conferences/meetings attended prior to the date of submission).
- Preference is given to applicants who have not been previously funded.
- Final approval of request is made by the Office of Academic Affairs after applicant submits form with required documentation.
 - Pre-approval is available, but reimbursement processing is pending receipts.
No reimbursement will be made without receipts.
 - No reimbursement is made for mileage alone, only gas and/or tolls, when applicable and with appropriate receipts.
 - Program Director sign-off is **not** an approval.
- All awards are subject to availability of funding.
- All posters and presentations must use approved Jefferson Templates (see the *Student Handbook* for more information).

Student Travel Support Request

Student Name: _____ Campus Key: _____

Program: _____ Date Submitted: _____

Name of Conference/Meeting:

Location:

Dates:

Reason for attending:

Required: (checking these indicates submission)

☐ Meeting / Conference announcement

☐ Invitation to present

☐ Presentation abstract/poster or description of activities/responsibilities at event

☐ Receipts (for final approval)

Support Requested:

Registration \$ _____

Airfare \$ _____

Hotel \$ _____

Gas (include mileage) & Tolls \$ _____

Total Amount Requested (max \$500) \$ _____

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: _____

**Indicates Program Director support, but not final approval*