



George N. Phillips, Jr., Jude Shavlik, and Frederick R. Blattner
Program Directors

Louise Pape
Program Coordinator

Postdoctoral Trainee Travel Expenditure Request Form

Instructions

1. Fill out the following travel request electronic form. The form will be automatically sent to the CIBM office.
2. Print out a hard copy of the travel request form for your primary mentor to sign and date, then return it to the CIBM office.
3. Please review and use the following forms for your trip
 - a) Traveler’s Reference Guide, <http://www.uwsa.edu/fadmin/documents/travref2.pdf>
 - b) Traveler’s Reference Guide Insert, <http://www.uwsa.edu/fadmin/documents/insert.pdf>

Please note

1. Each postdoctoral trainee is allotted \$1000 per year for travel costs.
2. In order to receive reimbursement, you will need to turn in your receipts after your trip.
3. You have two options for purchasing your airline tickets.
 - a) Purchase the tickets yourself and then receive reimbursement.
 - b) Make travel arrangement through Gulliver’s Travels (608-256-4444). If you chose this option, Gulliver’s Travels will directly charge the training grant and it will be unnecessary for you to pay anything.
4. If your travel expenditures include registration fees, please notify the CIBM office as soon as possible. In order to ensure the registration fees will be processed expediently, please contact the CIBM office well in advance of the registration due date. If you can charge the registration fee to a credit card, it is preferred that you use the CIBM’s credit card to do so.

Name	Primary mentor
Travel Event	Dates of Trip

Itemization of Expenditures

Registration Fee	\$
Airfare	\$
Ground Transportation (taxi, shuttles, etc.)	\$
Lodging	\$
Meals	\$
Other Expenses	\$
Total Estimated Cost of Trip	\$

Will you be making your plane reservations through Gulliver’s Travels? Yes No