

Graduate Student Travel Funding

Brown's travel policies can be found [here](#)

List of Graduate Program Coordinators by Program

Grad Program	Name	Email
Ecology & Evolutionary Biology	Lianne Mendonca	lianne_mendonca@brown.edu
Center for Computational and Molecular Biology	Nathaniel Gill	Nathaniel_Gill@brown.edu
Molecular Biology, Cell Biology & Biochemistry	Ray Windsor	raymond_windsor@brown.edu
Pathobiology	Michele Welindt	Michele_Welindt@brown.edu
Biomedical Engineering Biotechnology Molecular Pharmacology & Physiology	Jessica Bello	Jessica_Bello@brown.edu
Neuroscience	Carol Viveiros	carol_viveiros@brown.edu

Graduate students who present original work at academic conferences may be eligible to receive travel funding. There are several offices that can help contribute to conference travel and students should consult each office for the particular requirements of funding from that office. Among the sources of funding:

- [Office of Graduate & Postdoctoral Studies](#) – up to \$650 per year to present research at conference
- [The Graduate School International Travel Fund](#) - The International Travel Fund provides funding for graduate student conference presentations and research studies abroad. Awards range from \$200 to \$1,000.
- Home Graduate Program- See above list of Programs
- Mentor's Funds (Grant funds, research funds, etc.)
- Individual Fellowship (i.e. F31) or Institutional Training grant (i.e. T32)

Funding from various offices may be combined for one trip but please check with each office on process for disbursement and approval. See application for all necessary documentation and signatures required.

The following 'Best Practices' are per University Controller and BioMed Department guidelines.

Departments may elect to impose stricter budgetary controls over travel expenditures than those required by University policy. Please check with your program administrator before you travel.

- Travelers must process expenses within 15 days of their return (after 60 days the reimbursement becomes taxable income). Graduate Students should consult with their program administrators about policies for submitting expenditures. **All receipts must provide proof of purchase (i.e. receipt with last 4 digits of credit card used and name of credit card holder).** In most cases, a financial coordinator in the department will process your expense reports in Workday.
- General Information:
 - Lodging:
 - Book Standard room accommodations at non-luxury hotels. Please consult with the funding office before booking your lodging.
 - Hotel receipts are required and they must show a "zero balance"

- Review University/grant lodging maximum [per diem rates](#) prior to booking.
- Travel to and from conference:
 - Purchase non-refundable, coach class airline tickets. International flights charged to grants must comply with the Fly America Act – check with department admin prior to booking.
 - Ensure travel dates align with conference dates. If a traveler chooses to stay before or after the conference dates, documentation must be provided showing how much their flight would have cost had they arrived/departed within the conference dates. The amount reimbursed will be the lesser of the two. Lodging and meal expenses for additional days are not reimbursable.
 - Utilize rental cars only when driving is less expensive than airline or rail travel, or it is necessary to transport equipment or materials. Rental agreement is required for reimbursement. **Contact your program administrator before renting a car.**
 - Please be sure to consult the Brown [Travel portal](#) before renting a car.
 - Brown University preferred rental car agencies are National Car Rental and Enterprise Rent-a-Car. University employees should use these two car rental agencies for all vehicle rentals for University business and reserve them through Brown’s Travel Portal. Brown’s [contractual rate with National Car Rental and Enterprise Rent-a-Car](#) includes liability insurance and collision damage insurance. Decline all optional insurance - see [sample rental agreement](#).
 - Use of other car rental agencies is permissible when National Car Rental and Enterprise Rent-a-Car are not available in the region you are traveling. Spending guidelines for reimbursement will be based on contracted rates through Brown’s preferred suppliers.
 - Decline insurance for domestic travel, it is not reimbursable, you are covered by Brown’s insurance with a deductible for claims). Supplemental Liability and Collision Damage Insurance must be purchased through the rental agency:
 - If traveling outside the United States
 - If driver is under the age of 25 (already included if rental through a preferred supplier)
 - Understand that alcohol is not a reimbursable expense.
 - Rail travel must be coach only – Acela is not permitted
 - Site all training support on posters and abstracts. This includes grants and internal funding.
 - Consult with mentor regarding per diem charges. Consult University website for allowable [per diem rates](#).

STUDENTS must pay for their own travel costs to be considered for reimbursement. Lab staff and colleagues cannot be reimbursed. If someone else (i.e. your spouse/family member) pays for your travel costs, that person must provide written permission stating that the Brown traveler can be reimbursed for the expense. Direct billing can be used for flights or rail travel and travel advances can be requested for hotel and food expenses if needed. Check with department admin prior to payment.

Pre-travel expenses such as conference registration, airfare MAY BE REIMBURSED prior to the conference. Check with your Graduate Program Coordinator for details.

Documentation to Provide for Reimbursement:

- Provide receipts of all travel expenses.
- Provide a digital copy of their poster and abstract.
- Ensure the grant charged matches the acknowledgements section in their poster and abstract.
- Provide justification of how the travel benefited the grant charged.
- Provide credit card/bank statement to verify cardholder, charges, and if applicable, USD conversion for international travel.
- Include travel approvals from all other sources when applying for BioMed graduate program funding.
- If applicable, provide documentation illustrating the price comparison between car rental and airline/rail travel.