UNIVERSITY OF LOUISVILLE
DEPARTMENT OF PHYSIOLOGY & BIOPHYSICS

GUIDELINES TO FACULTY REQUEST DEPARTMENT TRAVEL FUNDS

1. Faculty who are first author and who are presenting a paper (on research performed at the University of Louisville) will be funded by the Department. (At the discretion of the Chairman, matching funds up to $300.00 may be provided for faculty who are not presenting, but have supporting letters.)

2. The maximum amount of funding by the Department is $300. Only one trip can be funded per fiscal year.

3. It is the responsibility of the applicant to minimize travel expenses (e.g. Supersaver airfare, sharing rooms, etc.). In the space provided on the form indicate total costs to attend the meeting. Current allowed rates for most cities are: lodging - $55/day plus taxes; food - $40/day; travel - airfare or mileage @ 44.5/mile (not to exceed airfare).

4. Applications and a copy of the submitted abstract and a brief letter of support from the faculty member, may be submitted at any time prior to initiation of travel. In most cases, the Department Chairperson will review and act on travel requests within two weeks.

5. In several societies, abstract submission by a member guarantees acceptance. However, the Department requires that a copy of the confirmation notice from the meeting organizers must be submitted in order for funds to be awarded prior to the date of the meeting.

DEPARTMENT OF PHYSIOLOGY & BIOPHYSICS
REQUEST FOR TRAVEL FUNDS (Please complete each line)

NAME_____

MEETING ATTENDING_____

INCLUSIVE DATES_____

LOCATION OF MEETING_____

ABSTRACT TITLE_____

_____

AUTHORSHIP AS SUBMITTED_____

TOTAL COSTS TO ATTEND MEETING

Transportation_____

Lodging_____

Meals_____

Registration Fee_____

Other (identify)_____

TOTAL_____

When was the last time you received travel support from the Department? _____

SIGNATURES

Applicant_____ Date_____

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DEPARTMENT ACTION

Approval _____ Date_____ Amount _____

Tentative Approval_____ Date_____ Amount _____

Disapproval _____ Date_____