

REQUEST FOR FUNDING

The HSC Office of Diversity & Inclusion has limited funds to help defray programming and travel expenses for faculty, staff, and currently enrolled students. Funding is available on a first-come-first-served basis. However, the number of awards granted in the fall semester may be limited in order to reserve funds for the spring semester.

All programming and travel requests must be approved in advance by the HSC Office of Diversity & Inclusion. You must complete the attached *Request for Funding Application* and submit it to the HSC Office of Diversity & Inclusion at least 30 days in advance of the early bird registration for the event and / or at least 60 days in advance of your event or departure.

Programming

If your programming request is approved, the HSC Office of Diversity & Inclusion will contact you regarding the appropriate way to pay for your event. Programming expenses will only be covered by the office up-front and not after the fact in the form of a reimbursement to an individual who paid expenses out-of-pockets. The Controller's Office prevents reimbursements to individuals.

Travel

If your travel request is approved, once you return from your trip, you must complete the Expense page and return it to the HSC Office of Diversity & Inclusion within 15 days of your return in order to receive your travel reimbursement regardless of holidays and weekends within the 15 day grace period (documents will not be accepted late under any circumstances).

Expenses received later than 15 days will not be reimbursed even if travel request has been approved. Along with the Expense page, you must submit all of your original receipts. Reimbursement usually takes 4-6 weeks from time of the Travel Expense Voucher submission.

Only travel expenses actually incurred will be reimbursed. Receipts must be detailed vendor receipts; credit card receipts are not acceptable. All original receipts must have your name, the amount, and form of payment to receive reimbursement.

GUIDELINES:

- All requests must be made at least 30 days in advance of the early bird registration and / or 60 days in advance of your event or trip.
- Faculty, Staff, and currently enrolled students may receive funding for one trip per academic year.
- First priority will be given to those faculty, staff, and students in leadership positions attending an organization regional/national meeting or conference and those students presenting abstracts, posters, or oral presentations at a meeting or conference of a discipline-related organization.
- You must include your conference abstract and letter of acceptance to present.
- Currently enrolled students will be eligible to receive no more than \$400.00 per trip.
- Flights must be purchased 45 days in advance of the trip in order to be reimbursed. Otherwise, reimbursement is capped at \$250 per flight.
- Three or more students from one group/organization will be eligible to receive no more than \$1,200.00 per trip.
- Funding is for domestic travel only.

If you have questions or need further information, please contact:

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