**GEISEL REQUEST FOR TRAVEL SUPPORT**

Members of the Geisel School of Medicine often travel to meetings or to other organizations in association with the professional responsibilities. In most cases, costs for such travel are defrayed by the hosting institution/organization, by grant funds of the faculty member, or by sources outside of subvention to departments/centers or by Geisel Central. [n.b., please be aware that federal conflict of interest policies require that individuals who are PHS-funded and receive more than $5,000 in sponsored/reimbursed travel from the same entity over a 12-month period need to disclose these funds within 30 days of their trip].

In some cases, individuals may travel to professional meetings as part of their responsibilities for Geisel itself (e.g., the annual AAMC meetings). In all cases, travel to such meeting must be pre-approved by the Dean’s Office if central support (including department subvention) is to be used to cover these expenses.

Please submit all requests to The Chief Operating Officer of Geisel.

Name of Individual Requesting Support:

Meeting:

Dates:

Role (e.g., Senior Associate Dean for Medical Education; Director of Multicultural Affairs):

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Expected costs:

Registration fees:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested amounts for:

 Lodging:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Airfare:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Food:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other travel/fees:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total amount requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_