

To: Pharmacology/Toxicology Faculty
From: Jeffrey B. Travers, M.D., Ph.D.
Professor and Chair, Pharmacology/Toxicology
Date: August 24, 2018
Re: Support for Pharm/Tox Thesis Track Student Travel to Scientific Meetings

Since presentations at national and local meetings are an important part of graduate education, the department would like to encourage this activity. In recognition of this, the department will provide financial support to *partially* underwrite the costs associated with attendance at scientific meetings.

NOTE: Travel Ban (2017) - Until further notice all travel must be pre-approved through Dieter Nevels

2018 -- 2019 Academic School Year

Policy for Support of Thesis Track Master Student Program Travel to National, Local, and Regional Meetings

The level of Pharmacology/Toxicology monetary support will be \$600.00. The student must be a first author on the poster.

National Conferences - Support will be limited to one (1) meeting while in the Pharmacology/Toxicology two year Graduate program and customarily made available during the 2nd year.

Local/Regional Meetings - Support for hotel and meal per diems are reimbursable if overnight stay is required by a mentor and meets WSU requirements. Otherwise round trip mileage for the driver only and meeting/conference registration will be reimbursed. Balances will be tracked until \$600 support is exhausted.

NOTE: Travel expense balances not covered by Pharm/Tox travel support and/or mentor travel support will be the responsibility of the student.

Requests for travel support must be submitted to the Departmental Office **a minimum of 7 days prior to departure**. Approval signatures are required before travel takes place; otherwise WSU is not obligated to reimburse for expenses.

EXAMPLES OF **NON-ALLOWABLE** EXPENSES:

1. Internet connections
2. Room Service
3. Entertainment
4. In-room refrigerator items
5. Pay for view TV programming
6. Shuttles and Taxis
7. Research Posters

Travel support requirements, mileage rates, and meal per diems are subject to change per Wright State University Policy.

Questions may be directed to Barb Allbright, 234 Health Sciences, extension 2168.