

To: Pharmacology and Toxicology MS Students

From: Jeffrey Travers, M.D., Ph.D.
Professor & Chair, Pharmacology & Toxicology
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Re: Support for Pharm-Tox Masters Students Travel to Scientific Meetings

Since presentations at national and regional scientific 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.

Policy for Support of Pharm-Tox Masters Students Travel to Scientific Meetings

The level of Pharmacology/Toxicology monetary support is up to \$500.00. **The student must either be a first and/or presenting author on the poster or oral presentation.** If funds are left over from a first trip, the student may ask for the remaining amount to be used for a second or third trip, until the \$500 support is used (total capped at \$500). This program is available for thesis students only, after year one. Usually, the students will have completed research credit hours during their course of study. Funds can be used towards registration, airfare, plus cost for one (1) checked bag, hotel, transportation from airport to hotel and back, airport parking, and allowable meals (per diem from latest WSU travel policy).

NOTE: Any remaining travel expenses after departmental support is the responsibility of the student.

Requests for travel support must be submitted to the Departmental Office a **minimum of 14 days prior to departure, to ensure that pre-approval is obtained prior to the trip.**

Questions may be directed to:

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EXAMPLES OF **NON-ALLOWABLE** EXPENSES:

1. Internet connections
2. Entertainment
3. Pay for view TV programming
4. Room Service
5. In-room refrigerator items