



**To:** Pharmacology/Toxicology Faculty  
Biomedical Sciences (BMS)

**From:** Jeffrey B. Travers, M.D., Ph.D.  
Professor and Chair, Pharmacology/Toxicology

**Date:** August 24, 2018

**Re:** Support for PhD Student Travel to Scientific Meetings

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Since presentations at national meetings are an important part of graduate education, the department wants to encourage this activity. In recognition of this, the department is committed to providing financial support to **partially** underwrite the costs associated with such activities.

### **2018 -- 2019 Academic School Year**

#### **Policy for Support of PhD Student Travel to National Meetings**

The level of Pharmacology/Toxicology monetary support will be **\$500.00** for one meeting per year not to exceed 3 trips while in the program but not to exceed 5 (five) years. The student must be a first author on the abstract.

NOTE: Any travel expense balance not covered by BMS travel support, 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.

Questions may be directed to Barb Allbright (ext. 2168)

#### EXAMPLES OF **NON-ALLOWABLE** EXPENSES:

- 1) Internet connections
- 2) Room Service
- 3) Movies
- 4) Shuttles and Taxis
- 5) Mileage/Parking
- 6) Research Posters

Travel support requirements and meal per diems are subject to change per Wright State University Policy