OEB TRAVEL INFORMATION FORM  ★  FY 2016

• OEB Travel Grant Amounts:
  $500 if you are presenting your research at a conference
  $350 if you are not presenting your research OR if you are using your money for research

• Before your trip complete and return this form to the OEB Office.

• The annual cycle corresponds with the UMass fiscal year (July 1–June 30). For this fiscal year, your OEB Travel Info Form must be to OEB office by mid-June 2015.

• One travel grant is available to each OEB student each year—plan to use it all in one reimbursement.

• You must submit original receipts within one month of your return.

• If you have an e-ticket for a flight, make sure the document you provide as a receipt says RECEIPT not ITINERARY. The document must indicate that you paid for your flight.

• If you request reimbursement for mileage, create a mileage log: record your odometer readings, dates of travel and destinations.

• Requesting per diem is encouraged, especially for international—travel talk to Penny.

Will you be on UMass Payroll at the time of your travel?  YES ☐  NO ☐

Are you presenting your research at a meeting/conference?  YES ☐  NO ☐

Today's Date: _______________________

Name: ____________________________  Title: __________________________________________
  (grad student, postdoc)

Home Address: ____________________________ ____________________________
  (include city, state and zip)

Date of Departure: ___________________  Date of Return _______________________

Time of Departure: ___________________  Time of Return _______________________
  (times are particularly important if you are requesting per diem)

Means of Transportation: ____________________________

Estimated Cost $$ ____________________________
  (include food, accommodations, registration, and transportation)

Destination: ____________________________

Purpose of Trip: ____________________________________________

  (e.g., to present research at Society for Integrative and Comparative Biology Annual Meeting; to conduct gypsy moth field research)

FOR OFFICE USE ONLY

REPORT ID# ____________________________  SUBMITTED to TRAVEL OFFICE ____________________________

DISBURSEMENT VOUCHER submitted to ACCOUNTS PAYABLE ____________________________

NOTES ____________________________________________

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