

# Student Poster & Travel Support Request

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The Jefferson College of Population Health provides poster and travel support to eligible students and alumni to help defray costs associated with their attendance at professional conferences.

Priority is given to students and alumni delivering a peer-reviewed podium or poster presentation at a regional, national, or other major meeting related to their degree program. Requests for other reasons will also be considered.

To be eligible for support, students must be in good academic standing. Alumni must be presenting at/attending a conference/meeting within 12 months of graduation. Awards are capped at \$500 per student, per year. An additional \$100 per poster printing is available for up to three posters per year.

Students should be aware of the following conditions:

- Awards for travel expenses are not made on a retroactive basis (i.e., for conferences/meetings attended prior to the date of approval).
- Preference is given to applicants who have not been previously funded.
- Requests for travel support should be made at least 30 days prior to the event to guarantee consideration of review. Students will hear back within 2 weeks of submitting a request.
- Final approval of request is made by the Office of Academic Affairs after applicant submits form with required documentation.
  - Pre-approval is available, but reimbursement processing is pending receipts.
  - Program Director sign-off is not an approval.
- All awards are subject to availability of funding.
- All posters and presentations must use approved Jefferson Templates (see the *Student Handbook* for more information).

## Student Poster & Travel Support Request

Student Name: \_\_\_\_\_ Campus Key: \_\_\_\_\_

Program: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Purpose of Request: (select all that apply)    Poster     Travel     Other     (For Other, attach letter describing request & amount)

### Poster Reimbursement: (up to \$100)

Title of Poster:

\_\_\_\_\_

Purpose of Poster: (course requirement, conference, etc.)

\_\_\_\_\_

**Total Amount Requested:**

\$ \_\_\_\_\_

**Required:** (checking these indicates submission)

- Digital copy of poster (8.5" x 11")                       Receipt - printing of poster (for final approval)
- Documentation - purpose of poster e.g. conference poster acceptance email, course requirement

### Travel Reimbursement: (up to \$500)

Name of Conference/Meeting:

\_\_\_\_\_

Location:

\_\_\_\_\_

Dates:

\_\_\_\_\_

Reason for attending: \_\_\_\_\_

Registration                      \$ \_\_\_\_\_

Airfare                              \$ \_\_\_\_\_

Hotel                                \$ \_\_\_\_\_

Gas (indicate mileage) & Tolls    \$ \_\_\_\_\_

**Total Amount Requested**    \$ \_\_\_\_\_

**Required:** (checking these indicates submission)

- Meeting/Conference announcement
- Invitation to present
- Presentation abstract/poster or description of activities/responsibilities at event
- Receipts (for final approval)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reimbursement Request **Pre-Approved** for \$ \_\_\_\_\_ **(pending receipts)**

Reimbursement Request **Approved** for \$ \_\_\_\_\_     W-9 Submitted

Request **Denied** - \_\_\_\_\_

\*Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director, Academic Affairs Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Indicates Program Director support, but not final approval*