

# Recruitment Travel Reimbursement Instructions

If meals are included in the cost of registration for a conference that is paid for with GDBBS or program funds then we expect the attendee to take advantage of them. An occasional meal out is acceptable, within reason. Additionally, meals at recruitment conferences are valuable because they serve as another venue to recruit students. We will not reimburse for expenses that are associated with tourism. When making travel arrangements the attendee should consider the business need when selecting arrival and departure dates. Attendees can stay longer, but without a business rationale the additional days would be considered a personal expense.

Details on Emory's reimbursement policy can be found at <http://www.policies.emory.edu>, under the "Travel" tab. All travel must conform to Emory's policies.

Please visit <https://www.finance.emory.edu/home/travel/index.html> to book your flights, hotel, etc. and review Emory's policies regarding travel before your trip so you will know what is allowed for reimbursement when you return. All reimbursements must be submitted within 10 days of your return.

## *Procedures for Requesting Funding for Non-Conference Travel*

Upon approval from both the Division and the student's program, certain types of recruitment travel can be reimbursed. Travel must be pre-approved. Visits by a student to their alma mater are the most common reimbursements, and travel to conferences is not typically reimbursed. Complete appendix A and return it to Kathy Smith along with the email approval from your program Director prior to leaving on your trip. Recruitment travel costs are shared 50/50 between the GDBBS and the Program, and amounts up to \$500 are eligible for reimbursement.

All requests for travel funding must be made at least one **month PRIOR** to travel.

**Please note that both the Program and GDBBS must approve trips for recruiting and the student must take GDBBS brochures to distribute in order to be eligible for the reimbursement.**

## *Procedures for Reimbursement*

Please keep original receipts of all expenses, plane tickets, meals, hotel, registration fees, etc. **Please note that Emory does not reimburse for car rental insurance.** Your PA can assist in entering your reimbursement. All small receipts **must** be taped to an 8x11 sheet of paper.

# APPENDIX A

## GDBBS Intent To Travel Form For Recruiting

Your Name  
Campus Address

Date

Kathy Smith, Director of Recruiting  
Graduate Division of Biological and Biomedical Sciences  
314 Dental Building  
1462 Clifton Rd.  
Atlanta, GA 30322

Dear Mrs. Smith,

Please accept this formal request for an allowance from the GDBBS for up to \$250.00 for travel expenses on (dates). I will be attending (name of school) in (city). I will be recruiting (by giving a talk, etc.). I have previously submitted my program's approval for this trip and they are aware they are responsible for 50% of the costs.

Sincerely,

*(Signature)*

(Your name)  
(Your Program)