

OFFICE OF STUDENT RESEARCH

YALE MEDICAL STUDENT TRAVEL APPLICATION FORM TO PRESENT AT A SCIENTIFIC MEETING

Last Name:	First Name:	YMS Year:	Department:	Advisor's Name:	Student's Telephone #:
Purpose of Trip:			Did you apply for travel to a meeting where you presented previously? (Please state number of times):		Date of Presentation at meeting:
Name of Meeting:					
Title of Presentation Including Complete Authorship of Presentation:					
Place of Meeting: City, State, Country:		Type of Presentation: 1) Oral Presentation 2) Poster Presentation		Dates of Meeting: From: _____ To: _____	Travel Dates: From: _____ To: _____
<ul style="list-style-type: none"> • Airfare: • Registration Fee: • Lodging: • Meals: 			<p>(Office Use Only)</p> <p>Remarks:</p>		
Total Estimated Cost: \$ _____					
Other Sources of Funding: Please indicate that Faculty member, or department, or conference award will contribute partially:			Name Faculty Member:		
Are you being funded by a YSM Student Affairs interest group? YES <input type="checkbox"/> NO <input type="checkbox"/>			Authorized Signature:		
If YES, indicate which interest group:			Date:		
Student's Signature:			Signature of Faculty Member (To be signed once all of the application is filled out)		
<p>The application form must be submitted for approval at least 30 days before the trip. Please also include a copy of your abstract submitted and a letter of acceptance to present at the scientific meeting. IMPORTANT: Please note that receipts provided must be less than 120 days old. Receipts older than 120 days will not be reimbursed. If you are using personal funds to purchase airfare, conference fees, etc. that require booking in advance, you do not have to wait until the completion of the trip to submit these expenses.</p>					