

The Jane Coffin Childs Memorial Fund for Medical Research

333 Cedar Street • New Haven • Connecticut 06510

TRAVEL REIMBURSEMENT POLICY

Fellows of The Jane Coffin Childs Memorial Fund for Medical Research are entitled to request reimbursement for attending scientific meeting(s) related to their field of research during their tenure as a fellow. The amount allotted for this travel is \$600.00 per year of said appointment or \$1,800.00 total for three years. You may choose to use the \$1,800.00 for reimbursement for one or more meetings, providing the funds are not available from any other source. This travel expense will cover all charges incurred to attend the meeting such as registration fee, transportation, lodging and meals. There is no geographical restriction.

The Fund requires that you request this travel reimbursement prior to attending the meeting at which time we will review said request for approval. We ask that you provide the following information for review:

- a. All available information pertaining to attendance of the meeting.
- b. Itemized estimate of expenses to be incurred.
- c. A statement explaining that the monies are unavailable from another source.
- d. A written endorsement from your sponsor for the proposed meeting attendance.

Once you have returned from the meeting, you can submit all itemized expenses for reimbursement. We will issue you directly (and not the institution) a check at that time. You may not exceed the \$1,800.00 maximum provided for travel during the tenure of your fellowship. Please be aware that you are only eligible for expenses incurred while attending said meeting(s).