

GUIDE TO CCB STUDENT TRAVEL AS PART OF THEIR PROGRAM

All CCB students planning to travel as part of their program (i.e., attend a conference) must contact Pilar Ramos-Richey to review current travel policies/procedures. If using T32, F30, F31, Cardell, or other Award Funds for Travel, include CoM Accountant, Meghan Lawrence (lawrenm3@ucmail.uc.edu) in your initial communication.

What to include in your communication:

1. Traveler Name
2. Travel Dates
3. Destination(s)
4. Purpose
5. Funding Source (include an itemized estimated budget for the proposed travel)
6. Personal Travel Included? If yes, include dates and destination(s)
7. Completed Travel Authorization Form:
 - a. signed by mentor if travel sponsored by lab/mentor
 - b. signed by Pilar if travel sponsored by the Graduate Program (i.e., recruitment)
8. Written plan to make up missed course work (if applicable)
9. If attending a conference, will you present? YES/NO -- If yes, please provide details (i.e., poster vs oral presentation, title, etc.)
10. Provide the following for travel longer than 10 days (i.e. training, CO-OP, internship)
 - a. A letter from the mentor indicating how the meeting/trip fits into the student's overall thesis work, and what the mentor expects the student will get out of this experience.
 - b. A letter from the visiting lab/institution/company confirming the student's visit/work agreement. The letter should include whether the work performed would be allowable to use in the student's thesis dissertation and if the student will be compensated financially for their work.
 - c. Formal documentation from all members of the student's thesis committee that the experience/training is required for the student's thesis project and/or how it aligns with the student's professional goals.
 - d. A statement from the student indicating what the student hopes to learn/gain from this experience, and what new techniques/assays the student might learn and how they relate to their thesis project and/or the student's professional goals.

We encourage students to start the travel process at least 2-3 months before their travel date (sooner if possible), especially if traveling internationally since there are a few extra steps to the International Travel Approval Process. **The documents will be reviewed and need to be approved by the CCB Graduate Program Administration. In some instances, the proposal is presented to the Graduate Program Committee for their approval. This committee only meets once a month, yet another reason why submitting the travel request and supporting documents 2-3 months in advance is necessary.**

Depending on the student's funding source, students may have to complete an Expense Report in Concur, UC's travel and expense System (learn more about Concur at <https://mailuc.sharepoint.com/sites/af-Travel>). Pilar Ramos-Richey or Aimee Bollmer may assist with this or email questions about Concur to concurquestions@uc.edu

TRAVEL AUTHORIZATION FORM (TAF): All students must complete the Student [TAF](#) and email the completed TAF to Pilar at least 2-3 months prior to travel date for required Department Approval.

- a. signed by mentor if travel sponsored by lab/mentor
- b. signed by Pilar if travel sponsored by the Graduate Program (i.e., recruitment)

INTERNATIONAL TRAVEL:

There are certain steps that you are required to complete before leaving the US. UC's Study Abroad Office has created an online portal specifically catering to graduate students participating in a conference or research abroad, which you can access by logging onto [UC International](#) with your 6+2.



This is the University of Cincinnati's online way of collecting important information about the student's travel experience that will allow UC International to aid the student in case of emergency. This registration consists of a series of short questionnaires:

1. Most of this application only requires a short response such as the student's "emergency contact information" & "flight information."
2. Students traveling abroad are required to maintain an international insurance policy through UC's contracted insurance partner, CISI. The reason is because CISI covers services that normal health insurances do not. [Click here](#) to read about coverage and how to purchase it. Be sure to use the sponsor code "CIN" to receive UC's negotiated rate. (The plan is \$37/month or \$11/week.)
3. Students must upload a copy of their passport and provide certain details about it.

ADDITIONAL TRAVEL RESOURCES:

Concur: <https://www.uc.edu/about/admin-finance/business/travel.html>; Email questions to concurquestions@uc.edu

Contact for questions related to INTL Travel:

Dr. Anne Sheridan Fugard
Executive Director, UC International Programs (Study Abroad)
University of Cincinnati
anne.fugard@uc.edu

Angela Livengood
Assistant Director, [UC International Programs](#)
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University of Cincinnati Student Travel Policy: https://www.uc.edu/content/dam/refresh/af-62/af-policies/student_travel_policy.pdf