

# GLOBAL HEALTH STUDENT TRAVEL POLICY FOR PRESENTING AT PROFESSIONAL CONFERENCES

**NOTE: This application is for GLOBAL HEALTH research and conferences only**

If you are invited to present global health research at a national conference, you may be eligible to have some of the costs, subject to the limitations described below, funded by The Global Health Fellowship Program.

If you wish to apply for a funding opportunity, please submit a Global Health Student Travel Application (see last page of this document), your letter of acceptance to the conference, and an abstract of your research. **At least 3 weeks prior to departure**, please scan and email these three items to Jill Raufman ([global@einstein.yu.edu](mailto:global@einstein.yu.edu)) or bring them to Block 508.

Students can apply for travel funds to present papers or posters at conferences per the following conditions:

- No more than 2 travel grants per student (including both Global Health AND Office of Student Research) during his/her tenure at Einstein.
- Maximum funding allowed for the first conference is \$1500.
- Maximum funding allowed for a second conference is \$500.

We expect students to apply for scholarships from the sponsoring organization, when available. Notify us of any award and include the amount in your application, as it will affect the amount of support you may receive from Einstein.

**For students presenting a poster:** If you plan on obtaining reimbursement for your poster fee, we encourage you to have your poster made through Einstein's Graphic Arts Center. The cost will be less expensive than outside vendors and you will not have out of pocket costs (this method is preferred but not required). Simply indicate the poster fee on your request form and we will issue you an index number to give to Graphic Arts when you order your poster. You should retain the receipt you receive from them and submit this receipt with your student payment form after your return). The cost of a standard 48" x 36" poster is approximately \$85.

## **Procedure for requesting reimbursement:**

We will reimburse you after the conference, provided you submit the following form and receipts **within 3 weeks of your return**. Please submit the documentation detailed below to Jill Raufman and direct any questions about the reimbursement process to her.

1. A signed **Employee & Student Payment Form** (available [here](#)). When completing this form, please be sure to categorize your expenses as per the estimates you provide on your travel application (e.g., transportation, registration, lodging, etc.).
2. You must submit original receipts for all expenses. If you booked travel on the internet, include a confirmation showing the amount paid. You must also submit the following

items, as applicable:

- ***Air, Train, Bus***—Boarding passes for all public travel
  - ***Car Rental*** – Statement you receive when the car is returned
  - ***Hotel*** – Hotel Statement you receive when you check out
  - ***Conference Registration*** – Receipt for payment of registration fee
  - ***Poster*** – Receipt from Einstein Graphic Arts Center or outside vendor
3. Original taxi and food receipts organized and TAPED (not stapled) to 8 x 11 sheet(s) of paper, labeled accordingly.
  4. An announcement or brochure with the title and inclusive dates of the conference.

The Accounts Payable Department at Einstein is audited on a regular basis by outside agencies and requires all of the above information. We will not be able to reimburse you if any of these documents are not included with the payment request form. Additionally, failure to follow the instructions as stated above will result in the delay of your reimbursement.

Thank you in advance for your consideration.

**Jill Raufman, MS MPH**  
Director, Medical Student GH Programs  
Program Manager, Global Health Center  
[Jill.Raufman@einstein.yu.edu](mailto:Jill.Raufman@einstein.yu.edu)  
Block 505

# GLOBAL HEALTH STUDENT TRAVEL APPLICATION TO PRESENT AT PROFESSIONAL CONFERENCES

*At least 3 weeks prior to departure*, please scan and email this form, your letter of acceptance to the conference, and an abstract of your research Jill Raufman [global@einstein.yu.edu](mailto:global@einstein.yu.edu) or deliver to Block 505. \*PLEASE NOTE: You must download this form to your computer before completing the fields or it will not save your information.\*

Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Banner ID: \_\_\_\_\_ Class Year: \_\_\_\_\_

Conference # (please check): 1<sup>st</sup> 2<sup>nd</sup> (if other, please explain below)

Other: \_\_\_\_\_

Purpose of travel/Justification: \_\_\_\_\_

Conference: \_\_\_\_\_

Destination: \_\_\_\_\_

Dates: Departure: \_\_\_\_\_ Return: \_\_\_\_\_

Funds available from non-Einstein sources (if any): \_\_\_\_\_

Mode of transportation: \_\_\_\_\_

Estimated expenses:

Transportation: \_\_\_\_\_

Registration: \_\_\_\_\_

Lodging (\$275 per night max): \_\_\_\_\_

Meals: \_\_\_\_\_

Poster (if applicable): \_\_\_\_\_

Other expenses/funds: \_\_\_\_\_

TOTAL: \_\_\_\_\_

1. I agree to abide by the [Yeshiva University Travel Policy](#), as stated on the YU website. The exception to this policy is that reimbursement for students' meals will be limited to \$50.00 per day.

2. Per the Student Travel Policy, *within 3 weeks after returning* from the trip, I will submit the following to Jill Raufman: an Employee/Student Payment Form, original receipts (not photocopies) for air, bus or train travel, registration, lodging expense, car rental, taxis, toll, and parking charges, as well as for any other pre-approved expenditures organized, taped and labeled as explained above (do not staple). If you booked travel on the internet, include a confirmation showing the amount paid.

3. I understand that I will not receive reimbursement for what is not allowed according to college policy.

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_