

## Lab Manual Royalty Fund Application

**Biological  
Sciences  
Lab Manual  
Royalty Fund**

The **Lab Manual Royalty Fund** is capitalized via the lab manuals written by Susan Weinstein. The bulk of the royalties are used in support of student travel to scientific meetings, especially when the student is giving an oral or poster presentation. In addition, small research-related requests of other kinds may be considered, but may **not** include consumables or equipment. Please **use the boxed logo** at the left on your presentation and when making research-related acknowledgements.

Submit this form to Vickie Crager, in S-350, or to her mailbox in the BSC mailroom. Forms and documentation must be submitted **at least 30 days before the desired travel departure date**. Once we have assessed the requests, you will be notified whether funds are granted, and in what amount.

Name: \_\_\_\_\_ 901# \_\_\_\_\_

Phone # \_\_\_\_\_ Email address: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Reason for travel (are you presenting?): \_\_\_\_\_

Where? City: \_\_\_\_\_ State: \_\_\_\_\_

Name of conference, and website URL: \_\_\_\_\_

Full citation for your poster/presentation (**attach** abstract, and use Fund's logo on your presentation):  
\_\_\_\_\_  
\_\_\_\_\_

Dates of travel: \_\_\_\_\_

Method of travel (circle one): air / MU vehicle / own car. If driving, please **attach** an itinerary or map.

Estimated cost of travel method (**attach** supporting documentation): \_\_\_\_\_

Registration fee: \$ \_\_\_\_\_ Is this the discounted early registration? \_\_\_\_\_

Total lodging cost (# of days times your portion of the daily rate):  
\_\_\_\_\_

Meals: \_\_\_\_\_ NOTE: You must have your own itemized receipt for each meal.  
Alcoholic beverages are not covered.

Miscellaneous expenses (ex. taxi fares, parking): \_\_\_\_\_  
\_\_\_\_\_

Total estimated cost of trip: \_\_\_\_\_

Have you requested funds other for this travel? \_\_\_\_\_ If so, please **attach** confirmation of funds.

• Please check each box to indicate that you have attached the following items to this application:

- your map (if necessary)       support for travel estimate       information about other travel funds  
 abstract of your paper/poster       statement of support from your advisor      **AND**  
 you have emailed a copy of your abstract or proposal to [weinstei@marshall.edu](mailto:weinstei@marshall.edu)

over →

## Rules for Successfully Getting Reimbursed

For reimbursement to occur, there are a number of university procedures that **must** be followed. We are not able to bend those rules! Be sure to attach the necessary supporting documentation for this application, and a complete set of personal, itemized receipts when submitting evidence for reimbursement. You may want to take this page with you when you travel. **We can not pay for anything in advance; we can only reimburse pre-approved travel, supported by appropriate documentation, after it has occurred.**

### Before You Travel

Due to limited funds, priority is given to students who request funding in time to register for early registration discounts, who are presenting, and/or who have not yet been funded this academic year.

- As soon as dates and a close approximate of costs are known, submit your application to be considered for funding. To fund as many student travelers as possible, we may not be able to fully fund travel.
- Please **attach** a short statement from your advisor that supports your travel.
- Please **acknowledge** the Lab Manual Royalty Fund and use its logo (see page 1) on your presentation.
- We'd appreciate photos of you at the meeting – with poster, with group of MU participants, with "famous" person in your field, on an interesting side trip, etc. Photos are for our BSC Facebook page, research poster, etc. Please **email images and caption** to [weinstei@marshall.edu](mailto:weinstei@marshall.edu).

### For the Most Complete Reimbursement:

- **Receipts:** All receipts must be dated for the actual travel period only. No expenses for the day before or after the trip will be reimbursed. Only original receipts are acceptable. All receipts must be itemized; you may have to request this before you leave the vendor/restaurant/hotel.
- **Registration:** the registration receipt must have the word "**receipt**" and show a **\$0** balance, indicating that you have paid in full. Pay registration in advance to take advantage of early registration rates, although reimbursement will not occur until after the conference.
- **Lodging:** The traveler's name must be indicated on an **original** receipt – **no copies will be accepted.** We expect that you will share a room when traveling as a group. When you share a room, each roommate must request a separate receipt in their own name, showing each person's share of the charges.
- **Meals:**
  - Alcoholic beverages will not be reimbursed
  - The maximum daily meal allowance is determined by Federal rules according to geographic area, and is split into breakfast, lunch, and dinner in pre-set percentages according to their rules. Meals will be reimbursed according to actual cost from receipts (not to exceed the maximum), not as per diem.
  - Do not put more than one person's meal on a receipt. Each person needs their own itemized receipt.
  - Cash receipts must be itemized.
  - Credit card receipts must be in **your name** and have an **itemized receipt** attached.
- **Gas:** You will not be reimbursed without an itemized receipt.
- **Mileage:** You **must record** your starting and ending odometer readings.

### Other notes:

- **Before you turn in this form, be sure you have a copy for your records!**
- **Double occupancy (or more) of rooms is expected.**
- The lists above detail some of the expenses for which you may, or may not, be reimbursed. If you have a question about something that is not on one of the lists, please ask Vickie Crager (Science 350 or [crager@marshall.edu](mailto:crager@marshall.edu)).

### When turning in your materials for reimbursement:

- Please be sure to group your receipts by category (registration, travel method, lodging, meals, and miscellaneous expenses).
- Keep a copy of your documentation, receipts, etc., and turn in the originals.
- Reimbursement checks will be mailed about a month after submission.