

## Cornell College of Veterinary Medicine

### Graduate Student Travel Guidance

The CVM Office of Graduate Education encourages graduate students (PhD degree or MS degree) to work with CVM department administration and faculty to offset the financial burden of travel related expenses connected to participation in conferences, external courses, and/or the conducting of research external to the Cornell Ithaca campus.

When such expenses are consistent with Cornell's mission ([University Policy 3.2, Travel Expenses](#)) graduate students should work with department or laboratory leads to utilize Travel and Meal credit cards (T & M cards) to schedule transportation, secure hotels, and register for conferences. It is strongly encouraged that graduate students reach out to the relevant parties as soon as they are aware of conference attendance, but no less than a month prior to the start of the conference to arrange conference registration, transportation, and hotel accommodations. Further, graduate students should tap into Cornell resources (outlined below) aimed at aiding students with attending conferences such as the Graduate School Conference Travel Grant and CVM-Office of Graduate Education Conference Travel Grant Top-Off awards. Graduate students should speak with T&M card holders to identify best practices for travel booking, as well as reimbursement and reporting practices. Below is a list of points of contact for students within CVM:

**Baker Institute-** work with lab manager or PI to arrange travel

**Biomedical Sciences-** Heather Muniz ([hlm85@cornell.edu](mailto:hlm85@cornell.edu))

**Clinical Sciences-** Carol Merkur ([cm296@cornell.edu](mailto:cm296@cornell.edu))

**Microbiology & Immunology-** work with lab manager or PI to arrange travel

**Molecular Medicine-** Sydney Bourque ([srb333@cornell.edu](mailto:srb333@cornell.edu))

**Population Medicine & Diagnostic Services-** work with lab manager or PI to arrange travel

**Public & Ecosystem Health-** Chrissy Wright ([cjw232@cornell.edu](mailto:cjw232@cornell.edu))

Graduate students with faculty external to the College of Veterinary Medicine are encouraged to reach out to department administrators to learn what processes are in place to support graduate student conference travel. In cases when a graduate student is appointed to a department and has a Concur account, students are encouraged to arrange their travel and submit an expense report upon returning from the conference. Access Concur here: <http://concur.cornell.edu/>

### Graduate School Conference Travel Grant

The Graduate School offers Conference Grant awards of up to \$700 to research degree students to attend a professional conference at which they are presenting. Awards are made to research degree students in good academic standing to help offset the cost of virtual or in-person research-related conference travel expenses.

Students are eligible for one conference grant per year (July 1 – June 30) and must be within time to degree limits. Travel grant applications are accepted up to 30 days after the start date of the conference. Conference grants are reviewed within 30 days of the conference date.

Conference documentation:

- 1.) statement of conference relevance to student's research
- 2.) one-page presentation abstract
- 3.) proof of acceptance from sponsoring organization
- 4.) proof of purchase (for virtual events only)

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#### Amounts:

Up to \$200.00 for virtual events (receipt required); up to \$700.00 per in-person event (based on conference location).

For more information and access to the online form visit the [Graduate School Travel Grant](#) webpage.

#### **CVM Office of Graduate Education Travel Grant Top-Off**

The Office of Graduate Education provides conference travel grant top-offs to graduate students who have applied for and successfully receive a Graduate School Conference Travel Grant. The conference travel grant top-off covers actual out of pocket expenses (up to \$500) in excess of the Graduate School Conference Travel Grant award amount as a result of conference attendance. Eligible individuals are graduate students (Ph.D. degree and MS degree) whose Special Committee Chair is appointed to the College of Veterinary Medicine (CVM), recipients of a conference grant through the Graduate School, and presenting at the conference.

The Office of Graduate Education will top off graduate school conference grants up to \$500 per award. If the student is able to secure and document additional conference travel funds from the conference sponsor, the Office of Graduate Education will award an additional \$100, for a total of \$600. Students are eligible for one conference grant per year (July 1 – June 30), must be registered and within time to degree limits. Students must be presenting a paper or poster at the conference for which funds are requested.

Graduate students taking a course outside of the Cornell Ithaca campus which was approved by their special committee chair and is one for which the student applied and was selected to attend, qualify for \$500 toward course fees and/or travel.

#### **Graduate Student Eligibility:**

- Recipients of the CVM Graduate Student Conference Travel Grant Top Off can *only* be graduate students whose Special Committee Chair is appointed to the College of Veterinary Medicine.
- Recipients must be enrolled full time in a Cornell graduate degree program, and be a registered student during the semester in which the conference takes place.
- Students must be presenting a paper or poster at the conference for which funds are requested. In the event of dual authorship of a paper / poster accepted for presentation, only the presenting author may receive an award.
- **Course/ Workshop:** Graduate students taking a course/ workshop outside of the Cornell Ithaca campus which was approved by their special committee chair and is one in which the student applied and was selected to attend qualify for \$500 toward course fees and/or travel expenses.
- Only one award during each year (July 1 – June 30) will be considered.

#### **Application Procedure:**

- Submit a Conference Travel Grant Application to the Graduate School. Form located [Application Form \(Online\)](#), or here <https://www.gradschool.cornell.edu/forms>
- The Graduate School will notify you of your award via email and will be reflected in your Student Center around the 15<sup>th</sup> of the month.

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**Top Off reimbursement:** Within 30 days after the conference or course attendance the graduate student must Complete Office of Graduate Educations Conference Travel Grant Top Off form: [Application Form \(online\)](#) and submit the following to the Office of Graduate Education:

- Copy of Graduate School Conference Travel Grant award email
- Conference program or agenda listing them as presenter or course registration information.
- **Original** receipts covering travel, conference or course fees, lodging or meals.
- Statement of funds received from all other sources for attending the conference or course.

### Graduate School Research Travel Grant Top-Off

The Graduate School offers Research Travel Grants to conduct thesis/dissertation research. Awards are up to \$2,500 for research degree students, and up to \$1,000 for master's degree level students.

See the application form for more information about eligibility requirements and instructions. (Starting Spring 2022 the post-A exam requirement has been waived.)

***Important Notification:*** To ensure the safety of all Cornell students traveling on university-related activities, students traveling internationally must enter their travel itinerary and contact information into [Cornell's International Travel Registry](#). In addition, those traveling to high-risk countries must get approval for such travel from the International Travel Advisory and Response team (ITART).

### Resources

For students managing mental health while away from campus, please visit [this resource](#).

For assistance with Concur (the Travel & Meal Card reporting system) visit: <https://blogs.cornell.edu/travel/>