

BBCB graduate group specific instructions for travel fund requests

Download this form: [BGS Travel Funds Request](#) to request travel funds for conferences.

Fill in NAME, CONFERENCE INFORMATION and the EXPECTED COSTS sections.

FUND SOURCES AND APPROVALS: fill each applicable section individually, in this order:

TRAINING GRANT CONTRIBUTION- If you are on either the SBMB or CBI training grant and wish to use the allowance for travel, contact B&B Dept. BA, Lisa Ward lmward@pennmedicine.upenn.edu for approval. TG's generally provide \$300 per year, per trainee.

GRADUATE GROUP (BGS) CONTRIBUTION- BGS provides \$1,000 max per student, per fiscal year (July 1-June 30). Fill in the amount of your remaining yearly balance you wish to use for this conference. You do *not* need to get approval from the BBCB chair. BGS will approve when you submit the form.

OTHER sources:

This section should be used for other fellowships. Fill in as appropriate.

Scientific societies: If the conference is organized by a scientific society, e.g. ACS, Biophysical Society, etc. check to see if this society provides student travel grants to attend their conferences.

For the Biochemistry and Biophysics **Department** contribution of \$100 contact the Dept. Chair's assistant, Sarah True Sarah.True@Pennmedicine.upenn.edu.

AMOUNT OF P.I. CONTRIBUTION- Give to your PI, to fill and sign. Do this section last so your PI knows what they need to contribute.

upload FULLY COMPLETED form to CONCUR to be processed. For more information about the BGS Travel Funds, please visit their website or contact BGSFundsReq@pennmedicine.upenn.edu