



## STUDENT TRAVEL APPROVAL FORM

The GSBS currently offers up to \$600 for travel expenses to doctoral students who have an approved thesis proposal and who are presenting papers at scientific meetings. The guidelines for these awards are:

1. A formal abstract acknowledging UMDNJ – Graduate School of Biomedical Sciences as a research site.
2. The student must be first author on the abstract to be presented.
3. The research must be part of the approved dissertation proposal.
4. Request for approval for attendance at events form (*must be signed by Jean Feeney*)
5. Doctoral candidates are eligible for a total of two awards, but only one award will be approved within any 12-month period.

This form along with the completed “Employee Travel Approval/Advance Report” (TA form) approved by the department chairman [or Program Director] and the campus Associate Dean must be forwarded to the Dean for approval. *A copy of the formal abstract must be included with the travel approval form.*

### APPROVALS:

I certify that \_\_\_\_\_ meets the student travel guidelines above.  
(Student’s Name)

\_\_\_\_\_  
Department Chairman [or Program Director] Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Dean Signature

\_\_\_\_\_  
Date

**PLEASE RETURN THIS FORM TO:  
Nadine Stevens, Program Supervisor  
Graduate School of Biomedical Sciences  
ADMC/110  
Newark Campus**