GPH Student Travel Reimbursement Guidelines

The College of Global Public Health encourages matriculated students to submit abstracts for presentation at professional public health (or related) meetings and conferences. To help offset the cost of attending such meetings, the program offers competitive travel grants to students on a limited basis. Each academic year, **a total of eight grants will be made with each award not exceeding $500.** Awards will be made as reimbursement to students for expenses paid out-of-pocket for registration, travel and lodging and will require original documentation of expenses to be reimbursed. No monetary awards will be made in advance of the presentation.

**Eligibility**

The following eligibility criteria will be used:

- Applicants must be a currently enrolled student in one of the following GPH programs (BS/BA, MPH, MA, MS). The student must be enrolled as either a part-time or full-time at the time of the presentation. Applications will be considered for students who will present within 60 days of graduating from the program. In this case, notification of acceptance for presentation must be made while the student is matriculated (prior to graduation).
- The applicant’s work must be accepted for presentation at a scholarly or professional conference (either oral or poster presentation). Applicants must include the abstract of the paper and correspondence from the conference indicating acceptance as part of the application (as soon as the acceptance notification is available).
- Applicants must be presenting original work, which is directly related to the field of public health.
- The conference must take place in the academic year for which the applicant is requesting funding.
- Applicants must be in good academic standing (GPA at or above 3.0).
- The applicant must not be receiving alternative sources of funding that will cover the cost of attendance (students may combine this award with other financial assistance, but not to exceed the total cost of conference participation).
- The applicant can receive only one travel grant award while matriculated in the degree program.
- In the case of a team of student presenters (such as a poster presentation with more than one student author) – a **max of $500 per presentation** will be awarded. The team of presenters will be responsible for determining whether the travel grant will fund one representative or be divided among multiple presenters. If there are funds remaining at the end of the academic year, a presentation team may be eligible for an additional award up to $500 ($1000 maximum for presentations involving at least 2 student travelers).

**Criteria**

Student travel grants will be awarded on a competitive basis. Awards will be made taking the following factors into consideration:

- Importance of the conference/presentation to the applicant’s professional goals and career interests
- Relevance of the conference and presentation to global public health.
- Priority will be given to presentations resulting from coursework or faculty-related research
within GPH.

- Appropriateness of anticipated or submitted travel costs.

Application Process

- Applications will be due within **one (1) month following notification of acceptance to the conference.** Late submissions will not be considered.

- The application consists of the following:
  - Complete and signed application form (including list of actual or anticipated expenses)
    - Any actual receipts for conference costs not available at the time of application submission will be requested following conference attendance
  - One copy of the abstract that was submitted for presentation
  - One copy of the presentation acceptance notification

- Application materials should be submitted by mail, in-person, or emailed (with scanned documentation) to:
  NYU GPH Office of Student and Alumni Affairs
  ATTN: Angelica Tirro
  726 Broadway, Cubicle 790A
  New York, NY 10003
  Email: cgph.studentaffairs@nyu.edu (SUBJECT “Last Name – Student Travel Application”)

- If approval of funds is granted, after the travel is completed, the applicant will be required to submit original receipts of expenses for which reimbursement is being requested. All receipts (including boarding passes) should be taped to 8 ½ x 11 white paper and each receipt should be clearly labeled. NYU Accounts Payable reimbursement forms will be completed by the Student and Alumni Affairs Office once all receipts are received. Please allow 6-8 weeks to receive the check. All receipts must be itemized.
- No reimbursements will be made without verification of presentation (acceptance letter, printed or online program, etc.)
- The program reserves the right to refuse reimbursement of expenses that are deemed inappropriate.

**Allowable reimbursement expenses include:**
- Travel (airfare, train, bus, taxi, parking) – note: coach fare only
- Lodging
- Meals (itemized receipts required) - maximum of $50 per day
- Conference registration fees

**Unallowable reimbursement expenses include:**
- Additional Conference fees pertaining to receptions or other social events
- Souvenirs/gifts
- Alcohol
- Phone calls/internet use
- Room service or additional hotel services outside of room rate and tax
- Presentation supplies (poster printing and materials)
# GPH Student Travel Reimbursement Application

<table>
<thead>
<tr>
<th>Name:</th>
<th>University ID:</th>
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<tbody>
<tr>
<td>Phone Number:</td>
<td>NYU Email:</td>
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<tr>
<td>Current Address:</td>
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<thead>
<tr>
<th>Matriculation Date:</th>
<th>Enrollment status:</th>
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<tbody>
<tr>
<td>Expected Graduation Date:</td>
<td>^ Full-time ^ Part-time</td>
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Current Concentration:

<table>
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<tr>
<th>Conference Name:</th>
<th>Location:</th>
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<tr>
<td>Meeting Dates:</td>
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Presentation Format: ^ Oral ^ Poster ^ Other __________

Was your abstract officially accepted for presentation?  ^ Yes  ^ No (expected notification date: __________)  
(Awards will not be made without evidence of acceptance, either letter/email notification or official conference program)

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<thead>
<tr>
<th>Presentation Title:</th>
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<td>Additional Authors:</td>
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Abstract: (please include in the box below. If more space is needed, please attach abstract as a separate document)
**Personal Statement:** (please use the space below to provide information on how the opportunity has or will help you achieve your professional goals and/or is important to your work in public health) **300 word maximum.**

**Presentation Announcement:** (please use the space below to provide a brief summary of the conference and presentation to be used in a program news announcement **150 word maximum.**)
Budget: (please use the space below to provides information on actual or estimated conference expenses)

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Amount</th>
<th>Actual or Estimate</th>
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<tbody>
<tr>
<td>Travel (airfare, bus, train, etc)</td>
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<td>Actual Estimate</td>
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<tr>
<td>Hotel</td>
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<td>Actual Estimate</td>
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<td>Ground Transportation</td>
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<td>Meals</td>
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<td>Actual Estimate</td>
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<tr>
<td>Registration fees</td>
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<td>Actual Estimate</td>
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<tr>
<td>Other (____________________)</td>
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<td>Actual Estimate</td>
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<td><strong>TOTAL</strong></td>
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<td>Actual Estimate</td>
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Please review the application requirements and check off that the following have been completed and submitted with this application:

- Complete and signed application form
- Abstract is included
- Personal statement is included
- Budget portion of application is complete
- Proof of presentation acceptance (if currently available at the time of application)
- Summary of conference and presentation to be used as a program announcement

By signing below, I indicate that I have read and understand the Student Travel Grant policies and procedures, and that the information I have provided in this application is true and accurate to the best of my knowledge. I also understand that by submitting this application I am not guaranteed any conference funding.

______________________________  ____________________________
Student Signature               Date

______________________________  ____________________________
Program Signature               Date

Please submit completed form and documents to:
Office of Student and Alumni Affairs
caph.studentaffairs@nyu.edu
(SUBJECT “Last Name – Student Travel Grants”)