

TRAVEL POLICY

The information below provides guidelines regarding travel and reimbursement policy for members of the Lesniak lab who wish to attend a scientific meeting.

The lab will cover the cost of registration, air, hotel, and miscellaneous expenses for each member of the lab when the following conditions are met.

1. ONE national (not international) meeting per person per year.
2. You MUST present a poster or oral abstract at the meeting and provide confirmation of abstract acceptance.
3. If several members of the lab are listed on an abstract or oral presentation, then only the FIRST AUTHOR will be reimbursed. Other members are welcome to attend at their own expense.
4. Before you book your air and hotel arrangements, please be aware of the following:
 - you must show evidence that your air ticket was booked at least SIX WEEKS before the meeting. In addition, you MUST provide Dr. Lesniak with a comparative price analysis of air tickets, based on at least three airlines, and obtain APPROVAL prior to booking your ticket. This is to assure that individuals get the lowest available airfare rather than last minute fares.
 - you must book an economy ticket as no other tickets will be reimbursed. If you use miles for a free ticket or an upgrade, that is your choice but you will not be financially reimbursed for the cost of the miles or an upgrade.
 - you have to stay at a hotel that is approved by the meeting and secure a standard room. If you decide to choose a different hotel or a higher quality room, you will be responsible for the ENTIRE cost of the hotel charges, not the difference.
 - in general, the lab will reimburse you for three nights a hotel. If you need to stay long, please discuss with Dr. Lesniak before-hand. Exceptions can be made on an individual basis.
 - While taxi expenses are reimbursed, car rental, limos, etc are not without prior approval.
5. While you are welcome to bring your spouse or significant other to the meeting, please keep in mind that all expenses as they pertain to your spouse or significant other have to be paid directly by you, including all meals.
6. When seeking reimbursement for meals, please include ONLY OURSELF, and not any guests. ALCOHOL will not be reimbursed and you may consume it at your own cost. The following maximum limits apply: breakfast \$25; lunch \$30; dinner \$75.
7. You must bring all the receipts, itemize them, and obtain approval from Dr. Lesniak prior to processing.

8. International meetings are covered only when you give a plenary session (not oral abstract).