The Postdoc Travel Award reimburses travel costs associated with national or international scientific or professional conferences or meetings, up to a maximum of $1,500. Funds are awarded based on the significance of the conference to the postdoc's career and require that the postdoc present results at the event. Funds must be used for travel expenses that cannot be supported by departmental resources, the postdoctoral supervisor’s budget, or other sources of support, and the postdoc's supervisor must verify by signature that the supervisor and the department are unable to provide funding for the travel requested. Funds are awarded based on the application and budget submitted. Travel funds will be administered by the Office of Postdoctoral Affairs and are subject to the availability of funds.

**Deadline:** You may apply at any time, but it must be *at least ONE FULL MONTH before travel takes place*. The Travel Award cannot be granted for travel that has already been completed.

**Eligibility:** *A postdoc may receive only one award during his/her appointment at SBU.* Applicants must be employed in the title of Postdoc Associate, Sr. Postdoc Associate or Postdoc Fellow in order to be eligible. The postdoctoral supervisor must certify on the application form that the applicant is considered a postdoc.

**Application Procedure:** Please fill out the application form and include a one-page statement describing the importance of the proposed travel and an expense budget. The budget should include the total costs of the conference or meeting, hotel, and transportation together with supporting documentation, including: notification of acceptance of a poster or oral presentation and documentation for each included cost in the budget. Allowable costs include: registration fee, poster printing, transportation expenses, hotel expense, and meals (reimbursed for actual costs). A print out of estimated airfare or other unpaid expenses is sufficient evidence. Reasonable expenses incurred that are consistent with the approved budget will be reimbursed up to the maximum of $1500.

The completed application form with statement, budget, evidence for any budgeted expense, and proof of poster or talk acceptance should be e-mailed in PDF form to kathleen.ehm@stonybrook.edu in the Office of Postdoctoral Affairs. The Office of Postdoctoral Affairs will inform applicants whether or not their request has been granted within two weeks of receiving the application.

**Award Payment Procedure:** Recipients will be expected to comply with all applicable University policies involving the use of their Travel Award funds. Funds may be used only for the specific conference or meeting approved and cannot be transferred for use. Purchases made that are not allowable under the terms of the travel award will not be reimbursed. Receipts for expenditures must be original, itemized and sent to kathleen.ehm@stonybrook.edu. Reimbursements can take up to four weeks, and checks are mailed to the traveler's address of record. No travel advances are issued.
POSTDOC TRAVEL AWARD APPLICATION

NAME: ____________________________________ TITLE: ______________________________________

DEPT: _____________________________________ PH: ________________________________________

CONFERENCE NAME: ________________________________________________________________

CONFERENCE DATE: ________________ LOCATION: ______________________________________

TITLE OF PRESENTATION: ____________________________________________________________

POSTDOC SUPERVISOR ATTESTATIONS (required)
By signing below, the postdoc supervisor for this applicant attests that the following statements are true:

The funds to reimburse travel costs to attend this conference/meeting cannot be provided by the department or extramural funds.

This applicant is considered a postdoc regardless of his/her title of employment.

__________________________________________________________
SUPERVISOR SIGNATURE DATE

PRINT SUPERVISOR NAME

****************************************************************FOR OPA USE ONLY****************************************************************

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Version June 12, 2017