



CBNA Travel Policies

Last updated 1/16/24

Travel Process Overview:

- Submit **CBNA Travel Expense Form** via Qualtrics with estimated travel expenses no later than 10 business days prior to departure.
 - Note: this same form is used to apply for a CDB Travel Award.
 - https://mcwisc.co1.qualtrics.com/jfe/form/SV_8v8yslArToR92Fo

- Send PDF of completed Form to PI for signature approval.
- Send signed PDF to Virginia Moths (vmoths@mcw.edu) no later than 5 business days prior to departure.
- Book pre-travel expenses yourself or via the CBNA credit card using the **CBNA Travel Booking Form** via Qualtrics.
 - https://mcwisc.co1.qualtrics.com/jfe/form/SV_d4gJ662Wc6NUsOW

- Keep all receipts during travel.
- Submit updated CBNA Travel Expense Form reflecting actual travel expenses along with receipts (in form of PDF or jpeg) as soon as possible after travel.

Reimbursement Policies:

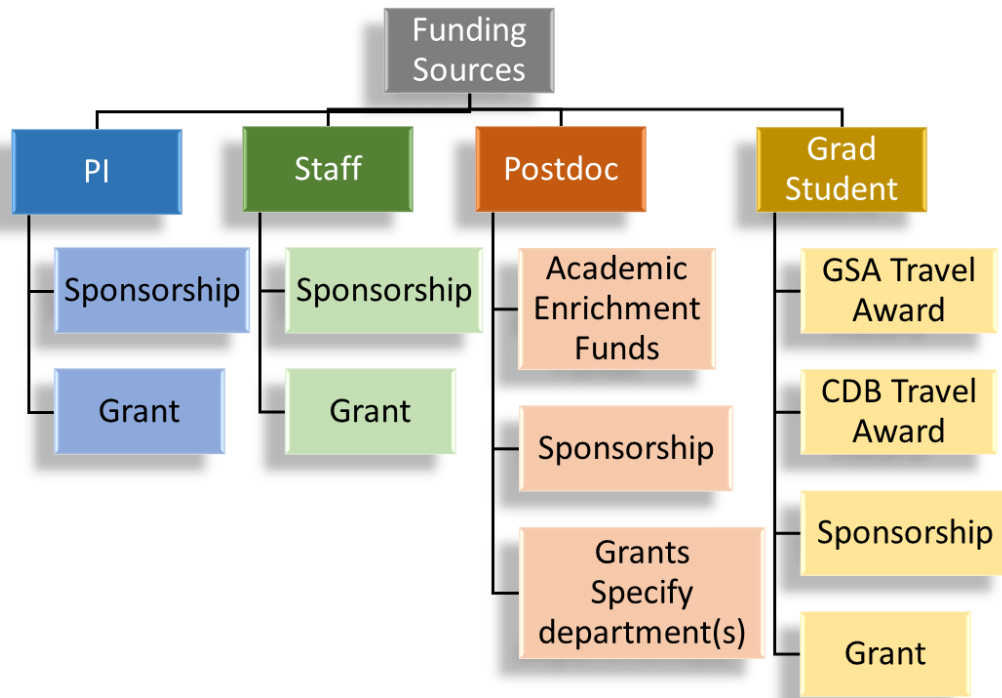
Can Be Reimbursed	Cannot Be Reimbursed
Airfare lowest available airfare rate	Auto insurance
Auto travel current federal rate (\$0.655/mile) OR lowest available airfare, whichever is less	Meals provided by airline, hotel, meeting registration fee, another attendee, etc.
Auto rental – REQUIRES PRE-APPROVAL	Meals outside of traveling window (e.g. dinner if your return flight lands at 2 pm)
Auto rental related expenses: parking, mileage, tolls, etc.	Leisure activities
Bus travel reimbursed at actual cost or lowest airfare available, whichever is less	Airline frequent flyer miles or points
Rail travel reimbursed coach accommodations, roomette for overnight if required, or lowest available airfare, whichever is less	Any expense that has been reimbursed by another entity (faculty, sponsor, GSA, Departmental funds, etc.)
Lodging modestly priced room per CONUS rates (hotel room sharing encouraged; Airbnb etc. encouraged for larger groups that may benefit from expense sharing)	
Meals (with restrictions) based on CONUS rates	
Registration Fees	
Cab fares between hotel and airport	
Parking	

Please click [HERE](#) for CONUS rates.

Expense not listed above? Check out our FAQ below or contact Virginia Moths (vmoths@mcw.edu) with further questions.

If any expense is not explicitly listed in the "Can be reimbursed" column, do not book the expense without talking to Virginia unless you are prepared to be personally responsible for that expense.

Funding Sources:



Grad student funding:

[GSA Travel Award Policy](#)
[GSA Travel Award Application](#)
[CDB Travel Award](#)

The CDB Travel Award can be applied for within this form. No separate paperwork is needed. You must receive a GSA Travel Award to be eligible for a CDB Travel Award. CDB Travel Awards are limited and are processed on a rolling basis, so earlier application submission will result in higher likelihood of receiving the award.

Please notify Amy Ludwig (aludwig@mcw.edu) and Virginia Moths (vmoths@mcw.edu) as soon as you begin planning to apply for travel awards, even if you are not yet ready to start the application. Early notification will result in higher likelihood of receiving the award.

The following are the requirements for the CDB Travel Award:

- Provide the following to Amy Ludwig:

- Email showing proof that GSA Travel Award was granted for that specific conference
 - Current CV
- CBNA Travel Awards help subsidize travel to (inter)national conferences and relevant training courses, increasing trainee exposure, facilitating high-quality training and career networking.
- **\$1,250.00** will be provided annually to students who **qualify and are approved** in labs whose PI holds a primary or secondary appointment in CBNA.
- **Funds MUST be used for one travel event. Funds will not be split between multiple meetings, registration, travel, etc.**
- Priority will be given to students presenting data (poster/research talk) who have not previously received an award.
- The department of Cell Biology, Neurobiology, and Anatomy must be affiliated on the conference abstract.
- Funds may ONLY be used for reimbursement of the following: **travel, lodging, registration expenses.**
- The awardee MUST PROMOTE their conference participation (poster, presentation) by tweeting to CBNA @MCW_CBNA during the conference.
- Trainees will only be eligible to receive 1 award in the 12-month period (and subject to availability/approval).
- If you do not follow through with the above requirements, your travel funds are subject to disqualification.

Booking Pre-travel Expenses:

Expenses such as conference registration fees, transportation to/from conference, and lodging can be booked either by you or using the CBNA credit card. If you book the expenses yourself, you will not be reimbursed until after the travel occurs. If you want to book using the CBNA credit card, please complete the [CBNA Travel Booking Form](#).

If you book travel yourself, save all receipts!

When booking a shared hotel room, you MUST ask to split the bill at the time of booking. You must ask for an itemized receipt.

Expenses During Travel:

You should always pay for your own expenses and never pay for anyone else's.

In group outings, split the bill at the time of the outing. Do not plan to split the bill later.

Keep conference ID for reimbursement purposes.

Keep original receipts for all reimbursable expenses.

Pay the remaining balance on lodging (if applicable) when checking out and request a bill with zero balance.

If this is not possible, attach the original credit card statement showing the charge along with the itemized lodging invoice.

FAQ:

- I found a great Airbnb, but it's a little pricier than a hotel. Can I still be reimbursed for it?
 - *MCW will reimburse for average daily lodging costs, determined by [CONUS](#). You are responsible for additional expenses beyond this rate.*
- Can I be reimbursed for breakfast at an alternative site if my hotel provides breakfast?
 - *No. If breakfast is included in room costs, you cannot be reimbursed for alternative breakfast.*
- What if the hotel breakfast food is incompatible with dietary restrictions?
 - *Please call ahead to ask what is included in breakfast. If you are unable to eat the included food, please speak with Virginia prior to departing for the conference to receive pre-approval for alternative breakfast.*
- I used an Uber to travel to my meal. Can I be reimbursed for this travel?
 - *You will be reimbursed for each meal at [CONUS](#) per diem rates. Travel to and from the restaurant is included in per diem.*
- How many GSA Travel Awards can I receive?

- *You can receive one GSA Travel award per calendar year.*
- How much money is the CBNA Travel award?
 - *\$1250, subject to yearly change. Award is limited to one meeting.*
- How many people get approved for the CBNA Travel Award?
 - *Typically 5 per fiscal year. Priority is given to students who have not previously received CBNA awards.*
 - *Awards are given on a first-come-first-serve basis; if you know you will be applying for an award, please contact Amy (aludwig@mcw.edu) and Virginia (vmoths@mcw.edu) to give them a heads up as soon as possible, even if you are not yet ready to apply.*
- I am a PI and want to take my lab out for a celebratory dinner during our travel. Can I claim this dinner on my travel reimbursement?
 - *No. You can only be reimbursed for personal expenses, not expenses of other travelers. If you would like to take out a group, you should determine an alternative funding source in advance.*
- I split an Uber with other CBNA travelers and paid for the whole ride. How do I split the bill?
 - *For any Uber/taxi/Lyft/etc. type of transportation, the person who paid is reimbursed in full. You do not need to split the bill.*
- I ordered room service to my hotel room. Will I be reimbursed for this hotel-related expense?
 - *You will be reimbursed at a per diem rate. You are responsible for additional meal costs. You will not be reimbursed for mini-bar, laundry, etc.*
- If I choose to eat lunch at an external venue rather than eat the conference provided meal, can I be reimbursed?
 - *No, you will not be reimbursed for any provided meal that you choose to skip.*
- What do I do if I can't find my destination on the CONUS website?
 - *Choose the nearest major city or choose "Country, Other" for international travel. Note: the financial staff will determine the nearest major city when calculating your reimbursement, so it may differ from what you choose.*