

Arnot Health GME – Conference Travel Request (Fillable)

Submit to the GME office 60 days prior to travel.

1) Trip Basics

Date Submitted: Name:

Dates of Travel: to

Reason for Travel:

Traveling from: to:

2) Conference-Related documents:

- o Conference flyer
- o Abstract/Poster (if presenting)
- o Proof of selection/acceptance (if presenting)

I attest that all documents are attached.

3) Estimated Expenses (complete all that apply)

Expense	Additional Information	Total (\$)
Airfare	<i>Round trip incl. taxes/baggage</i>	
Hotel (3 nights)	<i>Hotel Name & nightly rate</i>	
Meal Stipend	<i>\$50/day - no alcohol</i>	
Conference	<i>Registration fee</i>	
Transportation	<i>Uber/Taxi/Train</i>	
Parking (if driving to conference)		
Mileage (if driving to conference)	<i>\$0.70 × mile</i>	

Total Estimated Expense (\$): GME \$1,000:\$

PD Funds:\$

Trip Total:\$

4) Approvals & Signatures

Requester Signature Date

Program Director Signature Date

DIO Signature Date

Approved

Denied

Reason