

Research Track Western Student Medical Research Forum

A. STUDENT INFORMATION for Airline (Katie will book airline tickets)

Full Name(as it reads on your ID):

Cell Phone:

Birthdate:

If using Passport (complete highlighted area):

Issuing Country:

Expiration date (mm/dd/yyyy)

Number:

Nationality:

Additional Comments: frequent flyer numbers, seat preferences, etc.:

B. Before Travel

Send travel ID information to research track coordinator (i.e. passport, driver's license) – (Refer to section A)

Book Hotel – Students need to book hotel.(Students will be reimbursed after travel.)

Student and Resident Hotel Reservations:

All students will stay at the Best Western Beach Resort Monterey Hotel.

To make reservations:

- Use code: "WSMRF2014" when making reservations.
- Go on line to: www.montereybeachresort.com
- To make a reservation call: (831) 394-3321.
 - Allowable room rate is \$115 per night per room plus tax, for dual occupancy (Or \$57.50 per student, if you are not rooming with another student).
 - Rooms need to be occupied by 2 students.*
 - Reimbursement will not happen until after trip.
 - Reimbursement on hotel need to provide an **itemized receipt.**

*Note: if you are sharing a room, reimbursement information:

- 1) Split the bill, have 1 student pay the bill for 2 nights, the other pay for the next 2 nights.

Additional Note: The hotel has stated they will not charge the amount to your credit card when placing the reservations. Once you check into the hotel they will hold the stay amount on your card and once you check out your card will be officially charged.

Shuttle – Research track coordinator will arrange and will provide information as date approaches

Baggage Fees - Provide a receipt for all fees. (maximum reimbursement 1 baggage)

Meals will only be reimbursed if conference is not providing a meal. (please note the reimbursement will only be for food and drink, (note: CU will not reimburse for alcohol)

- **Receipts need to be itemized with totals.**
- Only 1 student's meal/drink on an itemized receipt.

- Ask for a separate check for alcohol.
- Write in the tip amount on your receipt.
- Maximum amount for reimbursement per chart below (Traveling days are reimbursed at 75% of the rates below, when traveling)

M&IE Total	\$71
Continental Breakfast/ Breakfast	\$12
Lunch	\$18
Dinner	\$36
Incidentals	\$5
First & Last Day of Travel	\$53.25

- Parking – You will only be reimbursed for the contracted rate. Below is a list for approved lots for parking at DIA.**

[Canopy Parking - Commerce City - 8100 Tower Road](#)

[DIAPark - Aurora - 17151 E 32nd Ave](#)

[The Parking Spot - Aurora - 19901 East 56th Ave](#)

[WallyPark - Denver - 24200 East 78th Ave](#)

Abstract and registration

- Complete Abstract** Information for Conference before Sept 24th. Prep submission of the abstract prior to September 25th research track meeting. <http://www.wsmrf.net/>
- Finalize and pay for Abstract submission** on September 25th, Research Track meeting 1:00 pm – 3:00 ED I North Room 1501 Computer Lab
(please note: your abstract needs to be completed before this session)
- Registration** – Registration opens in November. Watch for email communication from research track coordinator for specific instructions.

After Travel

- Reimbursement Information:** After the trip is completed the [non-employee reimbursement form](#) needs to be completed, signed and submitted with all original itemized receipts to the research track coordinator.
Reimbursement requests must be submitted within 10 days of travel.
- **Personal Expenses** – Expenses incurred for traveler’s personal benefit – e.g., magazines, candy, athletic club fees, movie rentals, and other entertainment – are not allowable reimbursements.