

## Medical Family Therapy Program- Graduate Student Travel Policy and Reminders

### Required Documentation:

- 1) Original receipts for all itemized expenses meals, lodging, transportation (public, shuttles, taxi), etc.
- 2) Original receipts for Conference Fees.
- 3) Original receipt and Boarding Pass for Airfare
- 4) Conference program cover
- 5) Conference program page ~~where~~ ~~you~~ completed the "Conference Award Application" spreadsheet and the "Conference Award Cover Page", please submit to Mary with attached documentation and she will obtain the GSA Rep's and Department Chair's signature, and will then submit the application and backup documents electronically as one PDF to [gsa@slu.edu](mailto:gsa@slu.edu)

- \_\_\_\_\_ (and will CC the student).
- 3) Mary will then process the eSEEPADP or IDO for the department travel award (when applicable).

REMEMBER:- submit

- \_\_\_\_\_
- 3) Students traveling \_\_\_\_\_ both forms to Mary at least 4 weeks prior to the trip (and she will obtain signatures).