





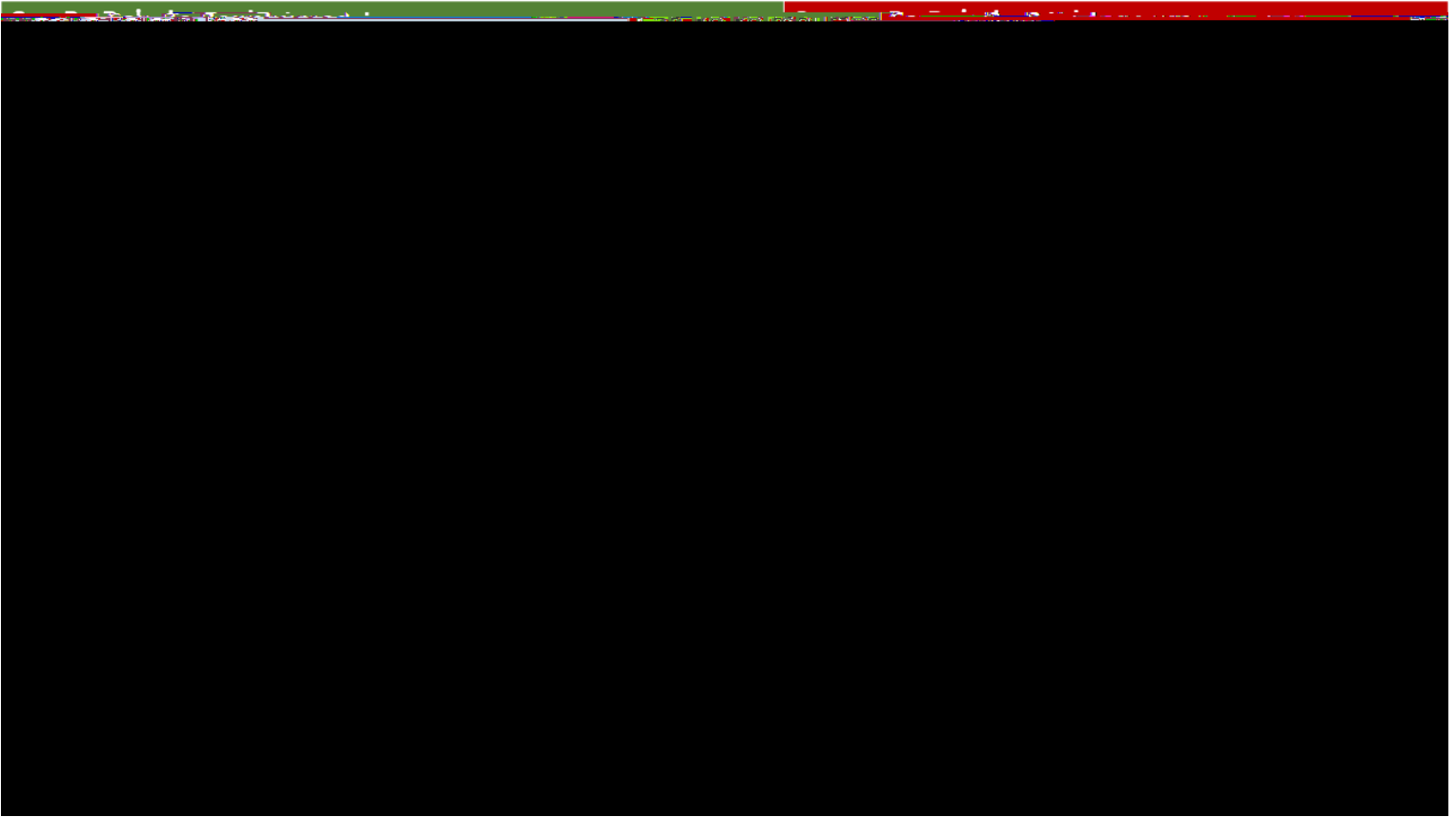
CBNA Travel Policies and CDB Travel Award

Last updated 7/1/24

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

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- 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_d4qJ662Wc6NUsOW

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- 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:



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. CDB Travel Awards are limited and are evaluated for award on July 1st and January 2nd each year.

Please notify CDB Coordinator Amy Ludwig-Kubinski (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.

The following are the requirements for the CDB Travel Award:

- Provide the following to CDB Coordinator:
 - Current CV

- CBNA Travel Awards help subsidize travel to (inter)national conferences and relevant training courses, increasing trainee exposure, facilitating high-quality

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.



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?

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