

Travel Funds Policy for Investigators

1. An investigator may apply for travel funds to attend a national scientific meeting to present an abstract or paper on research sponsored by the foundation. The investigator may apply for such funds even after the actual grant period has expired.
2. **A Travel Pre-Authorization Form** (available on the foundation's website) **must be completed and approved prior to incurring travel expenses.** Please submit the completed form electronically to Louise Gethers at gethersl@mlhs.org or mail to the address above. The investigator should include a copy of the abstract/paper which is to be presented and the acceptance acknowledgment.
3. Receipts are required for meeting registration, travel (unless by personal car), meals and lodging. Please indicate which expenses are attributable to the investigator if receipts include charges for individuals other than the investigator.
4. Payment for lodging shall not exceed four nights.
5. Air travel is paid at an economy rate.
6. Automobile travel is reimbursed at the standard federal rate per mile.
7. Maximum reimbursement for meals is \$75 per day.
8. The maximum reimbursement is \$4,000 per grant.
9. Reimbursements decisions are made by the treasurer, who may, at her/his discretion, also confer with the president.

Jack L. Martin, MD
President