

TL1 Travel and Research Related Funds Timeline

8/16/17-3/31/18*

\$1,000

(\$500-ACTS)

*purchase by 2/15/18

4/1/18-3/31/19*

\$2,500

(\$500-ACTS)

*purchase by 2/15/19

4/1/19-8/15/19*

\$1,500

*purchase by 6/30/19

Explanation of use of these funds:

Travel allowance – (\$1,500 total) Money used to cover the cost of travel to the ACTS meeting April 19-21, 2018, which is a required activity as part of being supported by the TL1 training grant.

Note: The money used to support the travel for research training or education for your research is not to be used to attend a national conference.

Research-related expenses – (\$3,500) used to pay for research supplies, reagents, specialized software, etc. that are needed to conduct their research (subject to rules for UF and federal cost accounting standards [CAS]). The only exception we are allowing for travel is to cover expenses for a meeting or workshop for which the primary purpose is to learn a technique or method, which directly helps the student perform their research. This would NOT include most regular scientific conferences in which the main activities are seminars and/or the students presenting their research.

How to use these funds:

1. **For Travel:** submit an [Expense Request](#) for travel to Susan Gardner for approval sgard@ufl.edu
Research-related expenses: submit a [purchase request](#) for approval prior to purchase
2. Once approved, proceed with the purchase through your department administrator (note the timeline for deadlines).
 - a. Give your department administrator a copy of the expense request form so they have the chartfield information.
3. All travel for the ACTS will go through Susan Gardner.

Allowable purchase? Contact either Susan Gardner or Wayne McCormack mccormac@pathology.ufl.edu