**Forensic Science Travel Reimbursement Policy**

For reimbursement, students must have approval from program director before submitting abstract to conference organization.

* Abstract/Poster and budget must be approved by thesis chair (cc approval to director and staff coordinator to include budget).
* Priority of reimbursement:
1. Oral Session with public abstract (AAFS General Session or ISHI)
2. Oral Presentation at CAC
3. Poster Session at AAFS
* Level of Reimbursement:

OUT-OF-STATE

 2 nights lodging

 Flight (inexpensive) schedule to accommodate two nights

 3 days food (receipts required), daily limit $65

 Registration

IN-STATE (Sothern CA)

 1 nights lodging

 2 days food with receipts (required), daily limit $65

 Transportation – on your own

 Registration

\*no reimbursement for Northern/Central CA

* If student’s abstract is accepted by conference, student will need to register for one unit of FOR290C for the quarter in which the conference is scheduled.
* Student is eligible for reimbursement for one conference only unless approved by director
* Funding source for reimbursement is CAC