



Notice of Availability of Inaugural Consortium TREC Meeting Travel Funds April 1, 2017 // Renaissance Arlington Capital View Hotel, National Airport

Release Date: January 11, 2017

Application Due Date: March 3, 2017

Send application to: Lori Schumacher (Lschumac@fredhutch.org) at the TREC Coordination Center (CC).

BACKGROUND

Two missions of the TREC initiative are to provide educational opportunities and to facilitate meaningful collaboration across geographically separate sites to promote transdisciplinary research. In support of these missions, the CC has established a TRAVEL FUND mechanism that will provide financial support to attend the meeting.

POLICY

Eligibility:

Those who are eligible include TREC 1 & 2 early career investigators and P.I.s; and invited guests. The following stipulations will be enforced:

- Applicants may apply for airfare (from his/her domestic location to an airport near or in the Washington, DC area); hotel accommodations for up to 2 nights; meals (at federal per diem rates) and ground transport.

Policy Guidelines:

- Travel must be completed by attending the full Inaugural Consortium TREC Meeting, April 1, 2017 in Washington, DC. This is a requirement for award recipients.
- Establishing financial guidelines for award recipients is the responsibility of the CC and following these guidelines is the responsibility of the award recipients. Award recipients will be **reimbursed for expenses after the travel experience has occurred, up to the amount specified in the approved application.**

PROCEDURES

Submission: Applicants submit the *Travel Funds Application* to Lori Schumacher (Lschumac@fredhutch.org).

Approval: The CC reviews all applications for final approval by Friday, March 3, 2017. Applications received after the deadline will not be accepted.

Notification: Applicants will be notified, by the CC, of approval within 5 business days of submission.

Expense Accounting & Reimbursement: Award recipients receive reimbursement for expenses after travel has occurred, **up to the amount specified in the approved application**, using the following steps:

1. Retain all original receipts related to the travel.
2. Complete and sign the *Travel Funds Reimbursement Form* (sent to award recipients via email).
3. Complete a W-9 form (sent to award recipients via email). Provide your name, address, social security number, and signature. This form is necessary for Fred Hutch accounting purposes and is required for reimbursement. (Non-US citizens, please contact the Lori Schumacher at the CC for alternate documentation: Lschumac@fredhutch.org).
4. Keep copies for your records.
5. Send the **original** receipts, signed *Travel Funds Reimbursement Form*, and completed W-9 form to the CC. The deadline to submit a reimbursement request is **Monday, April 24, 2017**.
 - Send to:
TREC Coordination Center (Attn: Lori Schumacher)
Fred Hutchinson Cancer Research Center
1100 Fairview Ave. N., M3-A306
Seattle, WA 98109
 - Ship via Fed-Ex, or other carrier to facilitate package tracking.
 - Notify the CC (Lschumac@fredhutch.org) to expect the package.
6. The CC processes the reimbursement request upon receipt. When the reimbursement check becomes available (usually within 10 business days), we send the check to the individual named and address listed on the Travel Funds Reimbursement Form.



**Inaugural Consortium TREC Meeting Travel Funds Application
April 1, 2017 // Renaissance Arlington Capital View Hotel, National Airport**

1. TREC Center or Organization:

2. Applicant Name:

Current Position:

E-mail Address:

Work Mailing Address:

3. Amount Requested:

4. Description of Proposed Travel:

- Meeting/Event Title: **Inaugural Consortium TREC Meeting**
- Date(s): **April 1, 2017**
- Location: **Renaissance Arlington Capital View Hotel, National Airport**

5. Will you attend the 2017 AACR conference in Washington, DC? Yes No

6. Signature:

Full Legal Name

Date