



workshop/course that provides hands-on training in the other discipline. Past CBBI Fellows must have 50% or more attendance to CBBI seminars for the current academic year. One award per duration of graduate studies.

- Travel support is for a maximum of \$3,000. If amount requested exceeds \$3,500, student must obtain written confirmation from mentor that he/she will cover remaining expenses.
- Travel support is approved for the stated workshop/course.
- Request must be received at least 2 weeks prior to the start of the workshop/course. Requests submitted later than this time frame will not be considered.
- Reimbursement up to the approved amount upon proof that the workshop/course was attended.
- Travel guidelines:
  - For air travel, CBBI will arrange directly for air fare using Anthony Travel. Students cannot arrange their own air fare and be reimbursed.
  - CBBI will not reimburse extravagant accommodations
  - Luggage fees will not be reimbursed
  - Transportation to/from airport/hotel via bus, train, shuttle, subway will be covered. Taxi transportation will not be covered, unless sharing a cab with 2 or more individuals (reimbursement will be prorated)
- An expense report (with receipts) must be filed within 60 days after the workshop/course.