

CBBI Request for Workshop/Course Travel Form 2026

Name:	Discipline:
Mentor(s):	Start Year at Notre Dame:
Awarded CBBI Fellowship: ☐ Yes Years of Award: _____ ☐ No	
Have you been awarded CBBI workshop/course travel support previously? If yes, dates of workshop/course and amount awarded.	
Workshop/course being attended (name, city, state, country, dates):	
This workshop/course will provide HANDS-ON training in (mark all that apply): ☐ Chemistry ☐ Biological-related disciplines	
If you are a chemistry student, describe how will this workshop/course provides you with training in a biological-related discipline. If you are a biochemistry or biology student, describe how will this workshop/course provides you with training in chemistry.	
Explain the benefit of this workshop/course to your training:	
Are there any tools/technology learn during your workshop/course that you will bring back to the lab?	
Travel Budget (if air, attach Expedia or similar search for the workshop/course dates from South Bend or O'Hare/Midway (approval to/from another airport must be obtained); if using personal car, calculate mileage at the standard rate and also attach Expedia search for air fare; the lower cost of either mileage or air fare will be covered): From SBN or Chicago to workshop site roundtrip: ☐ Air Estimated Cost: _____ ☐ Car	
If using Car, enter number of miles roundtrip and cost number of miles roundtrip x \$0.70 = _____ Cost of flying (attach Expedia search): Enter in the budget the lesser of Car or Air	
Lodging: Cost of lodging at workshop/course site per day: \$ _____ x _____ days Estimated costs of lodging for duration of workshop/course: _____	
Registration cost of workshop/course:	
Total amount requested:	

To be completed by CBBI Program	
☐ Approved ☐ Declined ☐ Defer	Amount Approved: \$ _____ Initials and Date: _____
• Eligibility: graduate students awarded a CBBI Fellowship attending a	

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/Uber transportation will not be covered, unless sharing a cab/Uber with 2 or more individuals (reimbursement will be prorated)
- An expense report (with receipts) must be filed within 60 days after the workshop/course.