

Trainee Travel Award Guidelines

1. Complete a **Travel Authorization Form** approved and signed by your faculty mentor/PI or Department Management. This form must use the “Methodist Academy” cost center. (Contact MAPTA@houstonmethodist.org for details).
2. Travel awards must be used within **one year of attainment**. Awards may only be used to attend or present at scientific conferences or similar scientific meetings that enhance trainee’s career and professional development, as approved by OGSTA and the faculty mentor/PI or department.
3. Submit your approved Travel Authorization Form to Gabrielle Montoya, gmontoya2@houstonmethodist.org, in The Office of Graduate Studies and Trainee Affairs (OGSTA).
4. If approved through OGSTA, for your convenience, you may contact Allegro Travel, at 713-871- 9183, who will book domestic and international flights and domestic hotel. For international hotel, you will be responsible for booking and be reimbursed after travel. Feel free to book make your own travel arrangements outside of Allegro travel as you can still be reimbursed for the amount of your travel award.
5. After travel, submit copy of flight, hotel, and food receipts to Gabrielle Montoya, gmontoya2@houstonmethodist.org for overview and final expense approval.
6. Once approved, log on to MARS and fill out travel expense report. Please do not submit expense report without approval from OGSTA.