

Congratulations on your Travel Award!

Below are the guidelines to using your award:

1. Complete a **Travel Authorization Form** approved and signed by your PI or Department Management. For **International Travel**, approvals must go through Tong Sun *before* being submitted to The Office of Graduate Studies and Trainee Affairs.
2. Submit your approved Travel Authorization Form to Ashley James, [Ajames2@houstonmethodist.org](mailto:Ajames2@houstonmethodist.org), in The Office of Graduate Studies and Trainee Affairs (OGSTA).
3. If approved through OGSTA, for your convenience, you may contact **Allegro Travel, 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.
4. After travel, submit copy of flight, hotel, and food receipts to Ashley James, [Ajames2@houstonmethodist.org](mailto:Ajames2@houstonmethodist.org) for overview and final expense approval.
5. Once approved, log on to MARS and fill out **travel expense report**. DO NOT SUBMIT EXPENSE REPORT WITHOUT APPROVAL FROM OGSTA.