



Rosetta Commons Mini Grant, Travel Award, and Lab Exchange Policy

Directions:

- Rosetta will pay for needed travel tickets up front.
- If air or rail travel is required, a link will be provided for booking via our travel agent, Jeanne Kick.
- Any housing or hotel accommodations and registration must be booked and paid for by you in advance.
- To be reimbursed, you must submit receipts for your housing, airport transfers, and registration.
- Reimbursements outside of airport transfers, housing, and registration are completely at the discretion of OMSF. This includes utilities, internet access, local transportation, etc.

The Rosetta Mini Grant program provides financial assistance to students who are presenting their research, participating in academic conferences, or engaging in professional development activities relevant to their field of study. These policies are designed to promote equitable access to travel opportunities, ensure responsible use of funds, and maintain compliance with institutional and sponsor requirements. Recipients are expected to follow the guidelines outlined regarding eligibility, allowable expenses, documentation, and reimbursement procedures.

- Travelers must book airfare at least thirty (30) days prior to the proposed departure date whenever possible.
- Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs.
- Travelers will only be able to choose economy/coach class seating. Premium Economy, Economy Comfort, First Class, or similar seating are not allowed when these incur additional costs to the Rosetta Commons. Travelers may purchase this type of seating with the airline at their own expense.
- Rosetta Commons will only cover the cost of airfare to your destination and back to your institution.
- Rosetta Commons will not reimburse travel the awardee has personally booked.
- Rail transportation. Rosetta Commons will prepay rail transportation, provided that the cost does not exceed the cost of the least expensive airfare.
- For trips that are 7 days or longer, Rosetta Commons will reimburse the cost of 1 checked bag.
- Rosetta does not provide per diem or cover the cost of food/groceries.
- If you are traveling internationally, make sure to review the visa requirements for the host country at least 120 days prior to your travel.

