**Conference Expenses**

At conferences, you can use your travel card for most expenses. This card pays for your expenses from our lab’s account. I ask that you use it reasonably as these funds cover expenses for everyone and are not unlimited. Consider your lab mates on these expenses and try your best to be frugal.

Use the card for any of your expenses including:

· Meals

· Travel to and from conferences

· Public transit and related travel activity at conferences (e.g. Uber)

· Conference registration

Do not use the card for:

· Alcohol

· Any tourism – you can’t pay for tickets to Hogwarts on the lab card.

· Any expenses on the days before or days after the conference unless this is travel time

· Any personal expenses that are not work-related. If there is something in the vendor fair that you think the lab might like, then ask me about it and maybe we can expense it.

If your travel card is lost, contact Lori of Jodi in the Business Office

**Conference Expectations (Or, things I wish I would’ve been told before conferencing):**

Conferences are professional activities. They are also fun and often in nice or interesting locations. Despite this, you should always treat them as a professional event. This applies to the events during the day and any social events throughout the evening. Many of the people you meet at conferences and conference socials will be your colleagues for your entire career. Make a good impression at every opportunity. When going to a social event, limit alcohol consumption to 1-2 drinks. You don’t have to stay out all night. I have never regretted going home early from a social event.

Every conference has (or should have) a code of conduct. Make sure to read it and follow it. Make sure your conference mates do the same.

You should enjoy your time at the conference but remember, you’re not on vacation. Go to talks and take notes.

**Travel Grants**

https://www.purduegradstudents.com/travel-grants