



University of New Mexico Cancer Center

THE OFFICIAL CANCER CENTER OF THE STATE OF NEW MEXICO
A NATIONAL CANCER INSTITUTE DESIGNATED CENTER

STAFF NCORP NTCN MEETING TRAVEL STAFF FORM

THIS FORM IS TO REQUEST TRAVEL FUNDING FROM THE NCORP GRANT FOR NCTN CONFERENCES:
NRG, SWOG, ECOG, ALLIANCE

TRAVEL WILL BE APPROVED WITHIN THE BUDGET CONSTRAINTS up to \$1500.00 per trip

Please refer to UNM Travel Policy: <http://policy.unm.edu/university-policies/4000/4030.html>

Stat at the Conference Hotel or a hotel comparable or less expensive

TRAVEL IS REQUIRED TO BE BOOKED ONE MONTH IN ADVANCE

Mission of NCORP:

Bring the advantages of state-of-the-art cancer treatment, prevention, and control research to individuals in their own communities by:

Involving community physicians and their patients in NCI-approved clinical trials

- Involving primary health care providers in research process
- Increasing minority participation

Objectives while attending a Group Meeting:

- Identify ways to promote and support clinical trials (research studies) of new cancer treatments
- Attain education on methods of cancer prevention and early detection
- Attain education on quality-of-life issues and rehabilitation during and after treatment.
- Identify important questions in cancer research to design clinical trials to answer these questions.
- Actively participate in the endeavors of an organ site committee by promoting their clinical/translational research agenda.

****Staff Employees are required to have their perspective Supervisor's approval**

Name of Traveler:	
NCTN Group Meeting:	
Date:	
Location:	
Purpose of Meeting:	
Committees or Training you plan to attend	
Are you willing to share a room with another UNM participant?	Yes <input type="checkbox"/> No <input type="checkbox"/>
REQUIRED: I agree to provide a summary of the meeting I attend at the meeting listed to the right:	Please check one: <input type="checkbox"/> Division Mtg <input type="checkbox"/> Assigned CWG Mtg
Supervisor's Approval	
Finance Approval: (Jennifer Castro or Teresa Stewart)	
NCORP PI Approval Signature & Date (must be signed before travel can be booked)	

**UPON RETURN OF YOUR TRIP TURN COMPLETED FORM INTO GENEIEVE BARELA TO BE REIMBUSED-
INCLUDE A COPY OF THE AGENDA, HOTEL RECEIPT, TAXI/UBER RECIEPTS AND AIRPORT PARKING
ALSO- NOTE IF ANY MEALS WERE PROVIDED AT THE CONFERENCE**