



**DONALD DANFORTH
PLANT SCIENCE CENTER**
975 North Warson Road, St. Louis MO 63132

RESEARCH TRAVEL FINANCIAL DISCLOSURE FORM

Applicability:

Any individual who meets the definition of an Investigator and are involved in design, conduct, or reporting of funded research to disclose information about certain travel activities.

Disclosure Requirements:

1) Individuals must disclose the occurrence of reimbursed or sponsored travel greater than \$5,000, that appear to be related to their institutional responsibilities and are paid for by an entity other than DDPSC, U.S. federal, state, or local government agencies, or other U.S. institutions of higher education, academic teaching hospitals, medical centers, or research institutes affiliated with an institution of higher education.

2.) Travel includes, for instance, registration fees, accommodations, transportation costs, and meals. Outside entities may include, but are not necessarily limited to, professional societies, foreign institutions of higher education, for-profit entities, and non-profit entities.

Frequency: Travel must be disclosed upon completion of the travel activity.

Disclosure Process:

Individuals are responsible for disclosing travel using this disclosure form specifically designed for travel (for modifications or additions to the annual Financial Disclosure Form) and submitting to HR timely for review, either via email, fax, or inter-office mail.

Required Disclosures

Dates of travel: _____

Destination: _____

Entity that paid for the travel: _____

Purpose of the trip: _____

Travel paid for the individual's spouse
and/or dependent child(ren) by the
entity: _____

Investigator's Signature: _____

Investigator's Printed Name: _____

Date: _____

To be completed by reviewer

Date Disclosure Received _____

Financial Conflict Identified: YES or NO

Plan of Action: _____

Reviewer's Signature: _____

Reviewer's Printed Name: _____

Date: _____

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