

**From:** [Elizabeth Heitman](#)  
**To:** [Ruth Vinciguerra](#)  
**Subject:** Re: I2T Forms  
**Date:** Wednesday, October 18, 2017 9:05:43 AM  
**Attachments:** [Heitman\\_11032017\\_Baltimore\\_I2T\\_rev.pdf](#)  
[Heitman\\_11042017\\_Washington\\_DC\\_I2T\\_rev.pdf](#)

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Thank you, Ruth --

I have made a couple of edits - the conference in Baltimore is something that the North Carolina people want me to go to also, so they are paying (Still trying to find a way to have my work sponsored by the Gates foundation!).

I modified the air fare since I am flying to Baltimore and then flying back out of DC with a bus (or maybe train) between sites. Its possible too that I can hitch a ride with someone from the GBIRd group who is attending both, but I am not counting on it.

See you later this morning,

Liz

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**From:** Ruth Vinciguerra  
**Sent:** Wednesday, October 18, 2017 8:21 AM  
**To:** Elizabeth Heitman  
**Subject:** I2T Forms

Hi Liz,

I put together the travel forms for your trip to Baltimore and Washington, DC. Could you please take a look at them and let me know if I need to make any revisions? Thanks.—Ruth

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**UT Southwestern**  
Medical Center  
The future of medicine, today.



<b>Traveler's Name</b> (Must match the ID you will use) Elizabeth Heitman	Faculty <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date Submitted</b> 10/18/2017
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Dates of Travel			
Start Date	11/04/2017	Start Time	5:00 PM
End Date	11/05/2017	End Time	11:00 PM
			Total Hours / Days
			1 1/2 days

Vacation Days Taken			
Start Date		Start Time	
End Date		End Time	
			Total Hours / Days

**Destination 1 of 2** (use separate sheet for each additional destination)

<b>City:</b> Washington	<b>State/Country:</b> District of Columbia
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**Business Travel Purpose**

Conference: Name of conference: 3rd Annual Mtg Genetic Biocontrol of Invasive Rodents partnership (GBIRd)  
Presenting:                      Title of Presentation: Overview of GBIRd's pending External Ethics Advisory Committee

Invited Speaker/Visiting Professor: Name of company/university:                     

Honorarium Amount: \$ 0

Host Paid: Host Name: Island Conservation/North Carolina State University/GBIRd  
Expenses host is paying: airfare, hotel, ground transportation, some meals

Scientific Committee/Review Board: Name:                     

Research/Training Related: Chairs external ethics advisory committee; mtg to discuss its role & potential fundi

Other: Explain:                     

**Benefit to UTSW or Grant Funding:**

To share UT Southwestern research and scholarship in the advancement of education and best practices in practical and professional ethics with other scholars and established researchers

**Approximate Cost:**

Air Fare, Taxi, Shuttle, Rental	Meals	Lodging	Registration	Incidentals	Total	Host Paid	Self Paid
\$ 300	\$ 50	\$ 175	\$ 0	\$ 25	\$ 525	\$	\$ 25

**Traveler's Signature**

I certify that the information provided by me in this document is, to the best of my knowledge, true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Reports To Signature**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Chair Approval for Non-Faculty and/or International Travel \_\_\_\_\_ Date \_\_\_\_\_

<b>Traveler's Name</b> (Must match the ID you will use) Elizabeth Heitman	Faculty <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date Submitted</b> 10/18/2017
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Dates of Travel			
Start Date	11/03/2017	Start Time	5:00 PM
End Date	11/04/2017	End Time	5:00 PM
			Total Hours / Days 1 day

Vacation Days Taken			
Start Date		Start Time	
End Date		End Time	
			Total Hours / Days 

Destination 1 of 2		(use separate sheet for each additional destination)	
<b>City:</b> Baltimore	<b>State/Country:</b> Maryland		

Business Travel Purpose	
<input checked="" type="checkbox"/> Conference: Name of conference:	Gates Foundation Conference - Talking About Gene Drice
Presenting: <input type="checkbox"/> No	Title of Presentation: <input type="text"/>
<input type="checkbox"/> Invited Speaker/Visiting Professor: Name of company/university:	<input type="text"/>
<input type="checkbox"/> Honorarium Amount: \$	0
<input checked="" type="checkbox"/> Host Paid: Host Name:	Island Conservation/North Carolina State University GBIRD project
Expenses host is paying:	airfare, lodging, some meals
<input type="checkbox"/> Scientific Committee/Review Board: Name:	<input type="text"/>
<input checked="" type="checkbox"/> Research/Training Related:	how to talk to the public about genetically modified mosquitoes & gene drives
<input type="checkbox"/> Other: Explain:	Directly related to planned project on grant with Texas A & M and GBIRD Ethics Committee

Benefit to UTSW or Grant Funding:
To share UT Southwestern research and scholarship in the advancement of education and best practices in practical and professional ethics with other scholars and established researchers

Approximate Cost:							
Air Fare, Taxi, Shuttle, Rental	Meals	Lodging	Registration	Incidentals	Total	Host Paid	Self Paid
\$ 200	\$ 50	\$ 175	\$ 0	\$ 25	\$ 450	\$ 500	\$ 50

Traveler's Signature	
I certify that the information provided by me in this document is, to the best of my knowledge, true and correct.	
Signature _____	Date _____

Reports To Signature	
Signature _____	Date _____
Print Name _____	
Chair Approval for Non-Faculty and/or International Travel _____	Date _____