# Table of Contents:

*You may select any section heading in this table of contents to jump directly to that point in this document.*

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigating to the Travel Disclosure Form</td>
<td>3</td>
</tr>
<tr>
<td>Disclosing Travel Information</td>
<td>4</td>
</tr>
<tr>
<td>Additional Support</td>
<td>4</td>
</tr>
</tbody>
</table>
Navigating to the Travel Disclosure Form

You can access the Research Management System at [https://rms.wustl.edu](https://rms.wustl.edu). Log in with your wustl key.

On the left hand side of the Home tab, hover over Conflict of Interest and then select Create/Update Disclosure.

In the Travel Disclosure section, Select Enter/Update.
Disclosing Travel Information

The Travel Disclosure Form will open. If the answer to the first question is “Yes”, you will need to disclose any travel information applicable.

Enter the required information for each entity. Information automatically saves when entered. Do not include personal days that were not reimbursed or sponsored by the entity (e.g. staying extra days after a conference for sight-seeing).

Once all trips have been entered, select Submit to route the form for COI review.

Select Done to save and exit the form without submitting for COI review.

Select to add a row in the table

Guidelines and a link to the Travel Policy are found in this area

Enter and edit travel information in this area

Once you have entered all necessary information and selected Submit, you are finished with the Travel Disclosure Form.

Additional Support

COI Website: https://coi.wustl.edu

COI Policy Support: Ask COI: (314) 747-4181

Technical Support: Service Desk: (314) 935-5707

The current internet browser requirements to run this software can be found at https://coi.wustl.edu/faq.