

Mayo Clinic Florida

Student Recommendations & Advice



Guide contains:

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Fun in the sun: Jacksonville Trip Advisory

Food Favorites:

Breakfast/Brunch:

- Maple Street Biscuit Company: This place is excellent for a hearty biscuit-centered breakfast. They have all sorts of fun creations and delicious homemade jam/jelly. They serve other items too, but getting a biscuit on your first visit is highly recommended. The coffee is pretty good, too. You can leave with your heart and stomach full for ~\$8-10. This place closes at 2pm every day and **closed** on Sunday. Multiple locations, closest to Mayo is Jacksonville Beach.
- Another Broken Egg Café: A great choice for their high quality, delicious food and wide variety. It's a bit WASPY and is a favorite for a brunch get-together. If you plan a visit for a weekend day, either reserve a table in advance or arrive before 9:30am.
- Biscotti's: A personal favorite for weekend brunch. It is a must visit before you leave Jacksonville. Everything is tasty for brunch, especially the sweet potato pancakes. Before you leave, take a piece of cake to go. You won't regret the salted caramel chocolate cake. Brunch is ~\$12-15, cake not included.
- Other: Brunch haus, Angie's Grom, Vitality Bowls, Sweet Pete's, Donut Shoppe (this place has the **best** cake donuts in all of Jacksonville. Go early & bring cash)

Lunch (only):

- French Pantry: An excellent choice for lunch. This place used to be a commercial bakery (it is located in a warehouse district), making very highly regarded breads. Eventually they started making lunch, and it is now open from **11-2pm Monday-Saturday**. They also make some wonderfully tasty cakes (I recommend chocolate yum-yum). It is recommended to go early. If you don't want to miss out on your preferred cake, you can call ahead and they'll put a slice aside for you. It is about 20 minutes from Mayo, so Saturday is your best bet.
- Secret Garden Café: This is a cute mom & pop shop open for breakfast and lunch. They have good food and a friendly staff. It's nice and casual and delicious. It's also located on Beach Blvd and is pretty close to Mayo.

Lunch/Dinner:

- TacoLu: This is a Jacksonville staple and favorite among grad students in Jacksonville. It's a taco/Mexican restaurant. The salsa is the best in Jacksonville and the chips are great, too (this is how Mexican/taco places should be judged). The tacos are incredible, and you can eat here for <\$10. The place is super popular so expect to wait a few minutes. Ordering to-go for lunch is also a great option. Beware that it is closed on Mondays.
- Bongiorno's: This is a family owned place Italian place, with the best Philly cheesesteak in Jacksonville.

- Mojo's BBQ: Really flavorful BBQ. The brisket (chopped) is really hard to beat, as are the ribs and pulled pork. They offer mustard & vinegar based sauces for whichever side of the debate you fall.
- Hawker's Asian Street Fare: Fun atmosphere and great food. You can go with a group or sit alone at their bar area.
- Safe Harbor: Great seafood, fresh catch from the harbor. Low key, relaxing area by the intercostal.
- M Shack: Delicious burgers and good shakes (Marshmallow brulee is recommended). The onion rings are wonderful. If you go, choose the one in Town Center, since it is a bit larger and has a bigger menu selection.
- Poe's Tavern: Another favorite for burger's.
- Simply Tasty Thai: A favorite for Thai food in Jacksonville. The staff is really friendly. It's also a bit of a hole-in-the-wall and is close to Hangar Bay (see below).
- Other: **V Pizza** (Pizza), **Kairos** (fresh/bowl place, <5 min from Mayo, closes at 7:30pm), **Flaming Seafood and Shao Kao BBQ** (Asian street fare-ish, hole-in-the-wall kind of place but **so good**), **Hangar Bay** (fried chicken & great food, especially the fried biscuit. Yes. Don't go alone at night, but do go.), **Corner Taco** (Tacos), **A bit of Saigon** (Vietnamese), **Kazu Sushi Burrito** (Sushi), **Volcano Sushi** (Japanese Hibachi and sushi, highly recommend going at lunch. ~5 min from Mayo), **Bread & Board** (fancy sandwiches), **Bb's** (fancy American, sort of expensive on a grad student budget, but is delicious), **Karai Ramen** (Ramen), **Mambo's Café** (Cuban food, super tasty & reasonably priced), **Moxie** (upscale American, cocktails, great chicken & waffles), **North Beach Fish Camp** (seafood, a bit upscale), **Joe's Crab Shack** (good, a bit expensive), **Fuji Sushi** (Sushi, 5-7 min from Mayo), **Al's Pizza**(Pizza, <5 min drive, great calzones too)

Sweets:

- The Mini Bar: Amazing donuts. Go with friends and split a larger size box of donuts with a wide variety of flavors. You can't go wrong with cookies n cream, samoa, or s'mores.
- Biscotti's: As soon as you walk in the door, you will be glad you drove out to Riverside. The visual appeal alone is worth the effort, but don't leave without trying the Salted Caramel Chocolate cake. If you can't make it out to Biscotti's (~20 min drive), go to Southern Ground's coffee in Neptune Beach. They sell some desserts made by the same bakers as Biscotti's.
- Cinotti's: Great selection of cookies, cakes, donuts.
- Kilwin's Ice Cream & Fudge: This place has the best ice cream in Jax. The cake batter and marshmallow smore are highly recommended. The chocolate is also delicious. They have daily specials, so check them out before you go.
- Five Fx Ice Cream: Rolled ice cream. If you've never had it before, you should absolutely go.
- Le Macaron: delicious macarons and chocolates.

- Whit's frozen custard: Great option. Check the daily flavor calendar online and choose wisely from all their daily flavor specials. There are several locations around Jacksonville and the closest to Mayo is ~5 min.
- Mayday: A favorite of many for ice cream.
- Other: **The Hyppo** (popsicles), **The Dreamette** (soft serve ice cream), **Ohana Hawaiian Shaved Ice** (also serve ice cream), **Sweet Pete's** (gourmet candy & chocolate), **Thaice** (rolled ice cream)

For the drinks:

Coffee: **Southern Grounds** (Neptune Beach), **Pura Bean** (Beach Blvd, <5 min from Mayo), **Bold Bean** (local, roast their own coffee, 3 locations), **Delicomb** (Jacksonville Beach), **Sipper's** (Southside, adorable coffee shop), **Cuppy's** (Hodges/Beach Blvd), **Social Grounds** (Downtown, benefits a local homeless charity, really nice people), plenty of Starbucks

EtOH: Jax Ale Trail (includes 8 breweries: Aardwolf Brewing Company, Bold City Brewery, Engine 15 Brewing Co, Green Room Brewing, Intuition Ale Works, Pinglehead Brewing Company, Veterans United Craft Brewery, and Zeta Brewing Company), Hoptinger (beer, Jax Beach & Riverside), Root Down (beer & cocktails, Riverside), Dos Gatos (cocktails, Downtown), The Volstead (speakeasy cocktail bar, Downtown), Sidecar (San marco), Ovinte' (wine, Town Center), Wine Cellar (wine, San Marco)

Places:

- Florida Theater: Really lovely old converted theater. They have fun shows, usually lesser known bands and musicians. There is close parking in public garages.
- Times Union Center for the Performing Arts: great musicals, operas, and other shows.
- Daily's Place Amphitheater: Relatively new amphitheater with a good selection of concerts from big names (2019 includes Train & Goo Goo dolls, Dierks Bentley, Pentatonix, Brad Paisley, Zac Brown Band, Sara Bareilles)
- Guana River State Park: Really nice & relatively quiet. Entry/parking is \$3
- Hanna Park: Great mix of trails and also beach front. It's \$5 per car
- Jacksonville Zoo & Gardens: If you are able, check out the lights show and special events.
- Sun-Ray Cinema: Wide release and indie films. Located in Riverside
- Beaches: Neptune Beach & Jax Beach are the favorites for nearby. Street parking is free. Also check out Driftwood beach (it's a ~30-45 min drive) out at Little Talbot Island.
- Museums: Cummer Museum of Art & Gardens, Museum of Science & History, Museum of Contemporary Art

Shopping:

- **Books**: Bookmark (Independent book store, Neptune Beach), Chamblin Bookmine (used book store, AMAZING), Black Sheep Books (also used book store, much smaller than

Chamblin), 2nd & Charles (massive chain used book store), Barnes & Nobles (needs no explanation)

- **Clothes/etc:** Town Center. You need no other. However, if you want to avoid the traffic, you can also shop at the Avenues Mall. Do not go to Regency, especially not at night and not alone.
- **Food:** Jacksonville has a TON of local and specialty grocers. Ask if you need recommendations for Oriental, Indian, etc. Bigger places include Lucky's Market (near Neptune Beach), Native Sun (multiple locations), World Fare, Fresh Market, Trader Joe's, Whole Foods. There are two Target's with full grocery stores and the closest is Hodges & Beach Blvd. Tons of Publix & Winn Dixie – everywhere.

Sports/Events/Festivals/Local Attractions:

- Riverside Art Market: This is a fun gathering of local crafters, artists, food trucks and also a small farmer's market. Every Saturday morning from 10am-3pm under the bridge in Riverside
- Jacksonville Art Walk: First Wednesday of every month (starting around 5 and ending ~9pm) – lots of food trucks, art, local bars
- Jacksonville Jaguars: Our professional football team. Mayo provides some discounts, so check those out before purchasing. .
- Jacksonville Jumbo Shrimp: Our minor league baseball team. Their games are all summer long and tickets are really budget friendly.
- Jacksonville Sharks: Arena football.
- Jacksonville Giants: Basketball
- Jacksonville Icemen: ice hockey team, fall games
- Jan/February: Seawalk Music Festival, Riverside Craft Beer Festival, 26.2 Donna Marathon (hosted by Mayo)
- March/April/May: Jax Beach Springing the Blues Festival, World of Nations, Welcome to Rockville music festival, Jacksonville Jazz Festival, Clay County Fair
- June/July/August: go enjoy the beach. It's too hot for festivals.
- Sept/October: Oktoberfest
- Nov/Dec: NAS Jax Air Show, Jacksonville Sea and Sky Spectacular, Jacksonville Light Boat Parade & Fireworks.

Choosing Your Mentor & Lab

If you're not genuinely interested in mentor selection advice, skip to the very end section titled, "vague advice," which are general suggestions from the FL graduate students. These are easy to skim and might make you feel good about the approaches you've already planned to take.

If you are genuinely interested, read on.

It would be great if, upon completing your rotation, you automatically **knew** in your gut if that was the lab for you. That may happen occasionally, especially if all your other rotations went terribly, but this was not my experience – nor of many others I spoke to. Further, now that I have chosen and spent several years in the lab, I have lots of opinions and advice for my first-year self.

The following small book is my advice to you. Take what is useful and ignore the rest.

Above all, I will caution you to remember that I am 1) still in graduate school and am by no means an expert and 2) $n=1$. Please talk to other graduate students and post-docs. When you do, remember to take into account the stage of those individuals in their training. Early on, students are generally happy. Their advice will be different than the third/fourth year slump you will often find older graduate students in. Listen to the advice of as many stages as you can to find useful advice.

I will start on a happy note. The fact that we get to rotate for 4-8 weeks to test out our potential work environment is a **great gift**. I don't know of many other jobs where potential employees have the opportunity to test the waters in this way. Make the most of this gift! Here's what I recommend:

Culture/environment:

You will be immersed in the culture of your lab for 4-5 years of your life. Personally, I like to think I am the exception to many rules. Take it from me. If not me, from Justin Long, "You are not the exception. You are the rule." The rule is that you will be affected by the culture and environment around you. You will internalize some of the attitudes and behaviors of your lab-mates, your PIs, or even just MCF researchers. This will happen to you slowly and without your consent. If you don't like the

environment/culture around you, you will have to use **precious energy** to fight against your acquisition of those behaviors/attitudes.

Therefore, I cannot recommend enough taking a good stock of the culture around you. Observe things like (in no particular order):

1. Motivation and drive:
 - a. Are people diligent (don't confuse this with staying in lab 24/7)?
 - b. Are people chatting all the time in your lab about non-science related topics?
2. Consideration of others
 - a. Things to consider: do people clean up after themselves?
 - b. Do people leave tissue culture waste containers full for the next person to empty before beginning?
 - c. Do people make new batches of common things if they use the second to last one?
 - d. How well do they share common equipment/resources/lab space?
3. Passion & interest for the science
 - a. Do people talk about their science with other people in the lab?
 - b. Do people like if you ask questions about their science?
 - c. Are they willing to hear your ideas and suggestion?
4. Collaborative attitude
 - a. Are people willing to help you if you need something done while you're out of town?
 - b. Are people willing to take time to explain methodology or concepts?
5. Respectfulness of others
 - a. Do both male and female coworkers behave appropriately around others of the same and opposite sex?
 - b. Does the boss or the lab manager treat men and women differently in the lab?
 - c. Does the PI humiliate people at lab meeting or during WIPs
 - i. Pay attention to whether PIs allow their post-docs and graduate students to answer questions for themselves during presentations
 - ii. Pay attention to how PIs introduce their students and post-docs for presentations

This list is not exhaustive. There will be some things that are important to you that I haven't listed. There will also be certain things that are permissible to you that are not permissible to others. Please heed my advice, though: You will, whether you mean to or

not, adopt some of the same attitude and practices as the culture you choose to immerse yourself into. You will likely bring many of these patterns with you as you leave.

Coworkers:

While labs do change personnel regularly, be mindful that you will be working every day alongside these people. Even if they will not be directly helping with your experiments, they will affect your work (see above notes on culture). However, there are also many instances where they will directly affect your work (for example: lab managers and ordering supplies or replenishing lab stocks, post-doctoral fellows who will teach you techniques). Pay attention to who these people are during your rotation, how they interact with one another, and how they interact with you.

A few things I would pay attention to:

1. How happy do my coworkers seem, especially the “permanent positions”?
2. Do they greet one another or ignore one another?
3. Do they spend significant time in the lab talking about non-science related topics?

(While this isn't that bad once in a while, if it is common or daily, it can become a frustrating distraction to you as you are trying to work.)

4. Do they pay attention to the details of their work?
(See above notes on culture)
5. How engaged are they at lab meeting?

I would also caution you to be open to reevaluating your opinions of people. As Amor Towles wrote, “human beings are so capricious, so complex, so delightfully contradictory, that they deserve not only our consideration but our reconsideration – and our unwavering determination to withhold our opinion until we have engaged with them in every possible setting at every possible hour.” I recognize this contradicts my above advice to judge your colleagues and coworkers as wisely as possible during your rotation. However, I mean only that you do the best you can with the information you have and yet be open to understanding that your information is incomplete.

My word of advice to you is to seek out and surround yourself with people who act, live and conduct science in a way that inspires and motivates you. Even if you think you are “self-motivated,” don't discount the influence of the people you surround yourself with every day.

Boss:

The best advice I can give you for choosing a PI/mentor is to **know yourself first**. What are your skills, talents, gaps, and preferences? Knowing these things will better equip you to assess who matches well with your preferences and the training you're looking for. Have these discussions with the PI during your rotations before you select the lab.

The second most useful information I can convey is this: everyone has cons and everyone has pros. You **must** do your best to figure out the pros and cons of the person you are rotating under. *Do not rely only on your powers of observation*. Ask the mentor or lab manager for the contact information of: previous post-docs, previous graduate students, previous anyone who spent time in the lab (rotating students, former lab managers, etc). Give the most weight to people who have left the lab, as they are most likely to be honest and open with you about the cons. After you speak with them, speak with people in the lab. Further below, I will list some questions I did or would ask of the people I spoke with.

Once you have a good handle on the pros and cons, you need to have the humility to realize, again, that you are the rule. You will almost certainly experience all the pros and cons of this individual. Your decision is to understand whether the cons and pros match up with what you need/want/can deal with for 4-5 years. In order to know what you need/want/can deal with, you'll want to see piece of advice #1. I would also recommend reaching out to people who know you well and asking them for their assessment of you under certain conditions or in specific situations.

Finally, I would suggest that you begin with the end in mind, understanding that this may change as you progress through graduate school. What do I mean by this? Specifically determine your goals for graduate school. What skills do you want to leave with? What type of scientist do you want to leave the lab as? What accomplishments would you like to graduate with?

Once you know this, you will also have an idea of the types of questions to ask as you rotate through the lab. Don't expect to meet all your goals if no one in your lab has the skills or mindset or accomplishments that you want to leave with. They won't magically appear. You will have to be taught; if you end up being the one to teach yourself, it may still be possible. However, you will likely take longer, be more frustrated, and stumble more frequently than if you identify people from the outset that can teach you what you want to learn.

Some questions I recommend asking people in or out of the lab:

1. What evidence do you have of your PI's investment in mentoring you? How does your PI specifically show support for your work?
2. What was the last conflict you had with your PI? How was it resolved?
3. What happens when you and your PI disagree over data?
4. How long does it typically take to publish a project?
5. How frequently do you go to conferences? Are you encouraged/supported by your mentor to attend?
6. How decisive is this PI?
7. Who generates the majority of ideas for your project? How helpful is your mentor when your project has come to a standstill or a crossroads?
8. If you had a problem with your mentor, what would you do? Who would you speak with?
9. On a scale of 1-10, how invested is your mentor in your career goals and training, even if your career path does not involve academic research?
10. How much help and feedback do you receive with your writing?
11. What are the top 3 traits that you admire and value in your mentor?
12. What are the 2-3 most difficult traits/qualities of your mentor that you've encountered?
13. How often does the mentor submit for grants? How successful is he/she?
14. How often do you meet with the mentor?

There are other good ones out there. I recommend polling other graduate students for questions they wished they had asked their mentor. **Keep in mind that not everyone will be honest with you.** Also, if people are honest with you, you have a **responsibility** not to throw them under the bus for their honesty by spreading around the information they gave you.

Vague Advice:

- Funding: Even though you as a graduate student are fully funded, the science you will work on is not. Experiments are expensive. Try to find someone with good grant support. Also, be wary of mentors who are fully funded by internal grants, especially if this has been the case for a long time. Check out: <https://report.nih.gov/> to find information about the number and length of grants that the mentor has. Funding of your mentor is also very important if you want to receive a training grant (F30/F31)!
- Interest in the project/science: You shouldn't only choose a lab for the specific project, since it will most certainly change throughout your graduate training. However, you should have at least a mid-to-high level of interest in the project. After all, you're going to become an expert on this subject. This means you're going to be reading, speaking, and thinking a lot about this subject.
- Publications: Check out how many publications are coming out of the lab each year. I would pay attention to publications where your PI is the last author, not one of many. This indicates that the project was largely conducted in that lab. Pay attention to the regularity of papers and who the first authors are. If papers are generated every 3-4 years, this does not mean you should absolutely not join this lab. It only means you need to have the expectation that, most likely, your project will take at least 3-4 years to publish.
- Past success with graduate students: This is important, as it can help set your expectations for time to degree, career success, etc. It is also important when you are writing training grants (F30/F31). One of 4 categories you are graded on during your grant is your mentor. This includes his/her training history.

Sometimes new PIs are the best choice you can make for yourself, since they are most likely of all mentors to provide you with lots of help and attention. This is good if 1) this is the type of mentorship you need/want/can tolerate for 3-4 years and 2) they have skills/knowledge/expertise you are looking for and are able to convey it. This is risky, but I have seen good examples where the reward is high. As far as training grants go, do yourself a favor and identify a co-mentor for your training grant submission. Make sure that individual has a good track record of mentorship.

- Availability of the mentor: Depending on your needs, you may or may not desire frequent meetings with your mentor. This one is really up to you, but you should establish this at the very beginning of your training.

Access to UNF resources

MCF purchased access for all interested FL-designated graduate students to access the University of North Florida's facilities. To receive a UNF card, contact GSA FL co-reps and/or Nicole Drake.

These benefits include:

- **Gym access:** The Dottie Dorion Fitness center is a wonderful resource for grad students. It is a huge facility containing an oval track (8 laps = 1 mile), a rock climbing wall, an expansive cardio area and over 260 exercise stations. They have a good variety of free group classes and they also have personal trainers. There is also the Dr. Paul Shirley Assessment Center, where you can be tested for your body composition and also VO2 max. They also offer some screening and advice programs. See: <https://www.unf.edu/recwell/> for more information on class schedule and hours of operation. All access is **free** to Mayo students who have a UNF badge.
- **Club sport participation:** UNF has a wide range of club sports, including dance, bass fishing, boxing, tennis, golf, soccer, ultimate Frisbee, lacrosse, volleyball, etc. See: https://www.unf.edu/recwell/clubsports/Club_Sports_List/ for contact information and a comprehensive list.
- **Intramural sports:** including flag football, volleyball, soccer, softball, basketball, etc. See: <https://www.unf.edu/recwell/intramurals/>
- **Free rentals** for Kayaks, paddleboards, camping gear, canoes, surfboards: You can rent gear for 1 week. You are able to checkout gear on M-Saturday from 12-5pm. See: https://www.unf.edu/recwell/ecoadventure/Gear_Check-out_and_Trips/ for details
- **Eco Adventure:** including nature trails and the Osprey challenge course (which includes Zip line, low ropes, high ropes). There are also open zip nights over Lake Oneida (on campus). See: <https://www.unf.edu/recwell/eco/> for more information. This is **free** to Mayo students who have a UNF badge
- **Access to library & study spaces**
- **Access to UNF counseling center:** This center has options for group and individual counseling, emergency services. They also offer art therapy and relaxation rooms. See: <https://www.unf.edu/counseling-center/> for more information. Free to you with your UNF badge.
- **Student Health Services:** including free diagnosis & treatment of illness, injury and emergencies on campus, referrals for specialist care, consultation for specific concerns. There are low cost options for minor surgical procedures, lab testing, STD screening & treatment, gynecological exams. It is best if you schedule an appointment (call 904-620-2900), but you can walk in with acute concerns/injuries. See: <https://www.unf.edu/shs/> for more information

Making the big move to Jacksonville campus

Congratulations on deciding on a lab in FL! Here is some advice before you make your big move. Here is the reference on the Mayo Intranet, you can also follow:

<http://mayocontent.mayo.edu/collegeofmedicine/DOCMAN-0000204357>

- **Talk to your selected PI and your program director**, and tell them to expect the paperwork. That's who will need to sign off on it later.
 - Notify your PI that by accepting you as a student, they are also agreeing to pay the increase stipend amount (for choosing FL campus).
 - Also, talk to the 2 or 3 PI's whose labs you aren't joining and tell anyone at the MN campus you worked closely with and want to say goodbye to. Even if you'll be in FL campus for most of the time, it's generally good advice to maintain good relationships!
- **Fill out the required paperwork.** You'll need to fill out the following forms:
 - [Mentor Selection Form](#)
 - [Request for Thesis Research at Other Mayo Campus](#) form
 - The first is an eForm that goes through your PI, program director, and the executive committee in that order (much like when you set up your rotations. The second is a paper form that you fill out, ask your program director to sign, and then turn into the grad school (from there it goes through the executive committee).
- **Ask about moving to Florida and getting reimbursed.**
 - You should ask for permission to use your travel card. The official policy says no, but if you ask Glenda Mueller, she might let you. If you use your personal card and go through the Vendor Request form like the policy says to do, the process is horrible. If you're told to use your personal card, you can contact your GSA FL reps to both forward you long email threads that detail the problems we encountered and how we worked through them so that it hopefully goes more smoothly for you.
- **Fill out a new trip request on Concur for the move reimbursement.**
 - You'll need this trip number to submit reimbursement.
 - Save all your receipts!
- **Keep your ID card with you.**
 - You should still have MN access unless someone took it off. Glenda Mueller can help you figure out whether you have card access across the 2 campuses. This is useful during your visit to the MN campus during interview weekend and/or student symposium visits.
- **Return transportation related items in RST.**
 - If you received any parking tags – make sure to return them to transportation office. These can include the following:
 - MN parking tag

- DAHLC parking tag (if applicable)
- If you take these things to FL, you'll need to intra-clinic mail them back to MN General Services.

NOTE: Make sure you don't give them your badge and ask them not to revoke your MN card access while you're in there. If they take those things away, it's really hard to get them back. I know that Glenda had a lot of trouble getting people MN access for the interview weekends a few weeks ago.

- **You are eligible for reimbursement up to \$2000 for expenses associated with cost of moving.**
 - Moving of belongings (e.g. moving company)
 - Mayo recommends they use the Mayo preferred movers, but they were extremely expensive, costing more than \$2000 they reimburse. Many students have used U-Haul or other third party services instead. You can get quotes and compare the cost, depending on how much you have.
 - Some students decide to sell everything and buy things again here in JAX. We have an IKEA, so that's convenient.
 - Transportation, includes the following
 - Airfare
 - If driving, you are reimbursed mileage at Mayo rate of 54.5 cents per mile (same as IRS rate). Make sure to write down the mileage before & after the trip.
 - Lodging/hotel (if you drive down) – Mayo max is \$325/day
 - Cannot count food expenses
- **Save all your receipts! I recommend keeping an envelope with you during the trip.
- Follow steps online to process the reimbursement process.
- **Try to spend less than \$2000 (the reimbursement max) for your move and keep all receipts.**
 - There's also a \$75/day max for food/incidentals, and a high hotel max that you probably won't hit. The costs can get quickly eaten up if you use a moving company (though moving companies are considered legitimate expenses), so plan accordingly.
 - If you use your personal card, plan to be without the money for at least a month.
- **Register your vehicle with Mayo and get a new FL parking sticker.**
 - You can do this in Security Office (Mayo building, just inside the entrance with the covered walkway to Stable). This is also where you would go for any badge/access issues while in Florida.
- **Re-register your car with DMV, get a new driver's license.**
 - There are several locations in Jacksonville, I went to the Neptune Beach one. You're technically supposed to register your car within 10 days of moving to FL, but many students took some time doing this because it's pretty costly. No one checks unless your tag is expired, so if you need to save the money, it should be ok. Just FYI, you're looking at spending around \$450-\$480 for this total, and you'll want to review the document requirements carefully as they are very strict. You'll also definitely want to reregister to vote, since FL is a big swing state.

- Once your car is re-registered in FL, you'll need to go back to the Security office and give them your new license plate number.

Processing the reimbursement on Concur

Refer to this website for required forms

<http://mayocontent.mayo.edu/collegeofmedicine/DOCMAN-0000204357>

- Fill out Guest Traveler Expense Log (on website)
 - Company/PAU: 100/47276
 - Trip purpose: Mayo Appointed Student
 - Comments: Thesis Moving Expense Reimbursement
 - Expense provided by Mayo: select “hotel”, “ground”, “incidentals”
- submit “**Payment Request Form**” (#5 in website)- AdobeLive cycle **only works on PC**** formatting does not work on Mac (on mac, you can use Vmware to get on remote desktop to Mayo computer)
 - see example of filled form
 - Vendor ID
 - This number is specific to you. To obtain this number, call customer support (507-266-5551) and obtain it.
 - If your number is inactivated, contact Glenda Mueller (gmueller@mayo.edu) to submit a “special case” form to give immediate approval of your use of the vendor ID number
 - When you fill in the “a Non-Employee Travel Expense log” – make sure the total only sums to \$2000 or less. Save this document to your computer.
 - Payment information
 - Amount= \$2000 (or less)
 - Description= Relocation
 - Company number= 100
 - PAU number= 47276
 - Account = 6214
 - Sub Account= 0000
 - Attachment: add the “non-employee travel expense log” you just filled out.
 - Submit form (it will be sent to Glenda and she will approve/deny it)
- Reimbursement check will come via U.S. mail

Once you've officially moved to FL campus..

- Email the following people **be persistent
 - Stipend Increase for FL students
 - Email both Rachel Halsrud & David Ausejo that you've chosen the FL campus
 - Email Nicole Drake (see resources in previous section) about access to UNF.