

Medical Student Organization Travel Policy

ALL TRAVEL MUST BE PRE-APPROVED BY STUDENT AFFAIRS. Students must be in good academic standing in order to participate in university-funded travel**. Student Affairs will provide funding for a maximum of four students to travel provided the organization's funds are sufficient to cover the projected overall cost. Student should turn in a **Student Travel Request** form (available in Student Affairs Office) along with the **Conference Itinerary** at least **four weeks** prior to the conference date. Excused absence forms should be submitted at this time. *Remember: Exams cannot be rescheduled to accommodate student travel.*

A. Travel Advances

Advances can be issued only for **airline tickets** and **registration**. Student will need to have the completed registration form in Student Affairs office **no later than four weeks prior to registration deadline**. After that time, the student will be responsible for their registration and can be reimbursed from a receipt after the trip. **Additional charges for late registration will not be reimbursed.**

B. Airline Ticket Authorization

Students will be responsible for making flight arrangements. For advanced payment on airline purchases, the student will need to contact Quixote Travel Agency (757-0234), as they know what is required by the State. Itineraries can be faxed to Student Affairs at (252) 744-3250.

C. Travel Reimbursements

Travel reimbursements are available three to four weeks after all required receipts are turned into the Office of Student Affairs. Original receipts must be turned in to the Office of Student Affairs by ten working days after the completion of the trip. If deadlines are not met, expenditures will not be processed.

Travel Reimbursement Checklist

1. Departure date and time and return date and time
2. Airline itinerary, receipt and boarding passes (can not be reimbursed without boarding passes)
3. Original hotel bill including itemized statement, showing payment in full (-0- balance) (Reminder: Only \$66 per night per student (out of state) and \$33 per night per student (in state) will be reimbursed)
4. Meeting itinerary with dates, times and places.
5. All original receipts for expenses claimed (taxi, parking, registration, etc.) Reminder: There is no reimbursement for food)

D. Transportation

You will be reimbursed at the rate of thirty-one cents per mile when using your car to drive to and from your destination. If flying from an airport other than Greenville, two students will be reimbursed for personal car use and reimbursed for the airport parking fee (must have receipt for parking fee). Rental Car fees cannot be reimbursed.

E. Taxis and Shuttles

The actual cost of taxi fares is reimbursable when required for travel to and from the conference site. You must have the name, address and phone number of the Cab Company as well as the driver's signature on each receipt, along with the student's name. Shuttle service can be reimbursed with a receipt showing the Shuttle Company's name.

**A student in good standing: 1) must have a passing average in all currently enrolled courses, 2) must have no unremediated "F's" in coursework, 3) must be current with enrollment requirements, e.g. health insurance, immunizations, fees, and 4) must have a passing score on USMLE Step 1 and Step 2 where applicable.

Student Travel Request and Agreement

Student Organization _____ Date of Request _____

Purpose of the Trip _____

attach itinerary) _____ (Please

Departure Date _____ Return Date _____

Names of Students to Attend and Banner ID*

1. _____ 2. _____
3. _____ 4. _____

Transportation

Car Airline \$ _____

Flight arrangements are made by the students
Personal car travel can be reimbursed thirty-one cents per mile, includes driving to out-of-town airport.

Registration \$ _____

Hotel Cost Information

Two rooms per conference will be reimbursed up to \$66 per night (out of state) and \$55 per night (in-state) to each of the four students listed above. Reimbursement for rooms will be made equally to each student.

Projected Amount for Each Student \$ _____

For Approval:

Each student must read the attached travel policy, sign below and return completed form with conference itinerary.

Signature of Travelers

Approval Signature _____

Assistant Dean _____

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*For your Banner ID number, go to ONESTOP, login, go to the "Profile" tab and you should be able to see your Banner ID number.