**Applicable for students who have a minimum score on USMLE Step 1 and Step 2 where applicable.**

**Scholarship Committee's Name:**

Students must carefully follow the school's name. Scholarship service can be reimbursed with a receipt showing the actual cost of text fees reimbursement when required for travel to and from the conference site. Your receipt must be submitted to the Office of Dean of Students at least four weeks prior to the conference date. Due to the conference dates, students should submit forms to the Conference Center at least two weeks prior to the conference date. You may pick up the Conference Center's Travel Form in the Office of Dean of Students. Travel forms must be submitted at least two weeks prior to travel. If you are attending the conference, you must submit the Conference Center's Travel Form to the Office of Dean of Students. Travel forms must be submitted at least two weeks prior to travel.

**Taxes and Scholarships:**

Fees cannot be reimbursed. A postage stamp is required for each fee to be reimbursed. If you are not in agreement with the decision of the Office of Dean of Students, you may appeal the decision. Appeal forms must be submitted to the Office of Dean of Students within two weeks of the decision. You will be reimbursed at the rate of thirty-five cents per mile when using your car to drive to and from the conference site.

**Travel Reimbursement Checklist:**

- **Reminder:**
  - The original fee for expenses incurred (e.g., parking, registration, etc.)
  - The original invoice from the service provider
  - The original receipt from the service provider
  - The original bank statement showing payment made

- **Transportation:**
  - Airline ticket information
  - Airline ticket
  - Airline ticket

- **Travel Reimbursement Form:**
  - A paper copy
  - A digital copy
  - A digital copy

- **Additional Charges for Late Registration:**
  - Additional charges will be assessed to students who register late.

- **Travel Advices:**
  - All travel must be pre-approved by the Office of Dean of Students.
  - Travel must be for academic standing.

- **Medical Student Organization Travel Policy**
Signature of Travelers

From the Conference Itinerary:
Each student must read the attached travel policy, sign below and return completed
For Approval:

Projected Amount for Each Student $ ____________________________

Students listed above will be made equally to each student.
Two rooms per conference will be remitted up to $75 per night (one per student) and $5 per night (in-state) to each of the four

Hotel Cost Information

Registration $ ____________________________

Personal car travel can be reimbursed thirty-one cents per mile, includes driving to out-of-town airport.

Transportation $ ____________________________

Name of Student(s) to Attend and Banner ID:

Date of Request ____________________________

Purpose of the Trip ____________________________

Student Organization ____________________________

Date of Request ____________________________

Student Travel Request and Agreement