

Travel Reimbursement Guidelines

First developed June 1998

Last revision June 2006

- I. Statement of Purpose: Dartmouth Medical School (DMS) Student Government (SG) serves an important role in encouraging and facilitating student travel to various medical conferences across the country and internationally. The purpose of funding student travel is to maximize participation at professional conferences by supplementing travel expenses, not to fund completely a small number of individuals. A Student Travel Committee, as defined below in Section VIII, in conjunction with the DMS Administration, will be responsible for implementing these guidelines each fiscal year when disbursing Student Government funds for student travel.

- II. Description of funds: Funding for student travel will be disbursed from two primary funds, the Student Activities Fund and the Student Enrichment Fund.
 - A. *The Student Activities Fund:* This fund, provided exclusively by DMS students via the student activity fee, is to benefit DMS medical students and CECS students. Graduate students not pursuing an MD or MPH degree are not eligible for travel reimbursement from this fund. MD/PhD students are eligible for funding if the conference is outside of their regular research. **MD/MBA students are eligible for funding from the SAF at the discretion of the travel committee in the year of their program while enrolled at TUCK.** The amount that will be allocated to DMS student travel will be determined at the beginning of each Student Government year. \$5,000 was allocated for the 2006-2007 school year.
 - B. *Student Enrichment Fund:* This fund was established by the Dean's office to benefit DMS medical students, CECS students, and DMS graduate students. The amount that will be made available to students will be determined at the beginning of each Student Government year. \$4,000 was allocated for the 2006-2007 school year.

- III. Award categories:
 - A. Category A: Reimbursement of up to \$200 will be awarded to those students who wish to attend a medical conference as a DMS student but who are not making a formal presentation at the conference, or those who are making a formal presentation, but have already utilized a Category B award for the academic year.
 - B. Category B: Students who wish to attend a conference and are scheduled to make a formal presentation are eligible for reimbursement of up to \$400.
 - C. Category C: The leaders of all DMS sponsored organizations with a parent national organization are eligible for up to \$400 in reimbursement to attend a national conference endorsed by the organization they represent. Up to two leaders per sponsored group may receive up to \$400 each; others may attend the same conference but will only be eligible for up to \$200 in reimbursement unless they are presenting as covered in paragraph III.A above.

- IV. Award Rules:
 - A. Students may receive funding only one time per category (A, B or C) per academic year, but the maximum amount of travel money awarded per person, per year, shall not exceed \$400.
 - B. **If extenuating circumstances exist, the student may apply for an additional \$200 to be awarded at the discretion of the travel committee. This additional funding may not come from the Student Activities Fund.**
 - C. Students representing AAMC and SNMA have been allotted separate funding by the Dean's Office. These conferences are not considered part of categories A, B, or C, and students attending these conferences may apply for funding for other conferences as stated above.
 - D. Reimbursed travel expenses can include the costs of travel to the conference location, hotel accommodations at the location, and the cost of conference registration. Food expenses will not be reimbursed.
 - E. Upon written request to the chair of the travel committee, students who fall in category "A" may request reimbursement up to a total of \$400 due to extenuating circumstances. The Travel Committee will approve or deny this request based on a simple majority vote.
 - F. Students granted a travel award will be encouraged to make a brief presentation at a Student Government meeting detailing what they learned by attending the conference, or to write up their experience for posting on the SG conference experience web page. Additionally, if students presented a poster or acquired conference brochures, they will be encouraged to display the information in a designated area at DMS and/or DHMC.
 - G. One-thousand (\$1000) dollars of travel funds will be allocated per class until December 1 of each calendar year. Classes include DMS-I, DMS-II, DMS-III, DMS-IV, and CECS. After December 1

- of each calendar year, money not used by each class becomes available without class restrictions on a first-come, first-serve basis.
- H. Individuals may begin applying for funds on June 1 of each calendar year. Once funds are extinguished, a waitlist will be generated and will continue to apply after December 1.
 - I. Funds allocated to any one organization, group, or conference are not to exceed 30% of the total travel budget.
- V. Eligibility: All students, including DMS National Affiliate members, CECS / DMS graduate students, and DMS medical students, must complete the *Student Travel Request Form* prior to traveling and return it to the Student Affairs Coordinator, HB 7010 or 334 Remsen or via email, to be eligible for an award. Students should also send a copy via email to the Chair of the Travel Committee. Requests will be reviewed by the Chair and either approved or denied based on the criteria set forth below. Students who are denied funding for any reason can appeal to the Travel Committee as a whole. The Travel Committee can override a decision by the Chair by a simple majority vote. Should the Chair or any member of the Travel Committee apply for a grant or have their grant reviewed by the travel committee, the request shall be evaluated by the other members of the Travel Committee based on a simple majority vote. Criteria for approval include:
- A. Name, Date, Class, Affiliation (DMS Medical, CECS, DMS graduate, National Affiliate Group)
 - B. Purpose of Request/Description of Conference/Statement of Intent: This shall be used only to determine that:
 - i) The conference is primarily intended as medically related education.
 - ii) The student has demonstrated a rationale for and commitment to attendance at the conference.
 - iii) No student shall be denied funding based on the judgment of the Student Government as to the merit of the conference or any ideological or political aspects of a conference as long as it is primarily medically oriented.
 - C. Date of Travel
 - D. Expected Costs of Travel (Itemized expenses)
 - E. Amount Requested
 - F. Presenting at Conference (Yes/No)
 - G. Other funding sources sought
- VI. Disbursement of Funds: Funds requested from the Student Activity Fund and the Student Enrichment Fund will be disbursed on a first-come, first-served basis. Travel reimbursement requests submitted after attendance at a conference or event without prior approval will be funded at the discretion of the Travel Committee. Any receipts submitted after June 1 will not be reimbursed unless previously authorized. If funds should be depleted before this time, no further funds will be made available. Student will be encouraged to plan accordingly. Unused funds will be returned to the fund from which they came and be used as seen fit by SG.
- VII. Advertising: An email will be sent to all DMS students twice yearly, in September and January describing the awards available, eligibility requirements, funding request deadlines, and recent awards.
- VIII. Composition and Responsibilities of the Student Travel Committee: At the beginning of each academic year, a Student Travel Committee will be created, composed of three members of the voting Student Government body, the President and Vice President. The Vice President will be the Chair of this committee. It will be the duty of these members to familiarize themselves with these guidelines, assist students in fulfilling the criteria for requested funds, and settle any and all disputes about student travel. The Student Travel Guidelines are to be reviewed at the end of each academic year by the Student Travel Committee and a report made to the Student Government in June of each year. The report shall include a summary of the funds disbursed along with shortfalls or surpluses, recommendations for changes in the funding structure, and a description of conflicts that arose and how they were handled. Changes to the guidelines must be voted on and approved by Student Government.

Amendment to Bylaws, Section 9, Part B, Roman Numeral v.:

The Vice-President shall announce travel fund policies to all five classes by September 15 each calendar year.

(6/1998), (1/2002), (3/2005), (6/2006)