ALUMNI LOYALTY FUND TRAVEL GRANT PROGRAM

The Alumni Loyalty Fund Travel Grant Program is supported by College of Medicine Alumni. The purpose of the Travel Grant Program is to provide funding for College of Medicine students to travel and present at state, national and international conferences.

Grants will be awarded based on the following criteria:
1. All College of Medicine students in good academic and professional standing are eligible to apply.
2. A letter of support from a principal investigator or faculty mentor associated with the presentation is required (a copy of the letter should be provided to the Department Chair).
3. Confirmation of approved absence by course director or theme/clerkship director must be submitted to Assistant Dean or Associate Dean for Student Affairs. All absences must comply with the College of Medicine Absence Policy.

Grants will be awarded on an ongoing basis. Students are responsible for all expenses related to travel. Reimbursements will be processed after the student has returned from the presentation. The following are approved reimbursements levels: In-State - up to $400, Out-of-State - up to $800, and International - up to $1200.00. Selection of awards will be confirmed by the Office of Student Affairs in a timely manner following the submission of completed application materials. Notification will be provided by email by the Office of Student Affairs.

Allowable Expenses:
- Registration fees and presentation materials.
- Air Travel - coach class travel will be reimbursed. Reimbursement can only be made if the cost of the ticket was paid by cash or credit card with valid receipt.
- Meal Expense - $25.00 per day in state and $32.00 per day out of state. No receipts required.
- Mileage - 55.5 cents per mile for privately owned vehicles. Mileage reimbursement is subject to change without notice, as dictated by current economic conditions.
- Lodging - you may be reimbursed for lodging equal to the single room rate plus taxes. If lodging exceeds $200.00 per day, a means of justification must be submitted. No reimbursement for overnight accommodations shall be made within fifty miles of the traveler’s official headquarters and/or residence. Payment of any advance deposits for lodging is the responsibility of the traveler; reimbursement will be made after completion of the trip.

Reimbursement Requirements
Original receipts must be submitted with the reimbursement request. Students will be reimbursed for the amount indicated on the receipts. The following Check List should be used as a guide for documentation.

Reimbursement Check List
- Original receipts (not scanned copies of the original please) for taxi, shuttle service
- Copy of completed/accepted conference registration form
- Copy of flight itinerary showing all travel times
- Conference announcement or flyers or cover from handout showing conference name, place, dates of meeting
- Copy of the hotel’s paid invoice/receipt.
- MapQuest depicting roundtrip mileage from your home to your destination and return will determine mileage if driving to event