ALUMNI LOYALTY FUND
TRAVEL GRANT AWARD

The Alumni Loyalty Fund Travel Grant Award is supported exclusively by charitable gifts from 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.

Awards will be granted 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 should be provided to the Department Chair).
3) Confirmation of approved absence by Assistant Dean or Associate Dean for Student Affairs is required.

Awards will be granted on an ongoing basis. There will be a limit of one award per year per student. Students are responsible for all expenses related to travel. Reimbursements will be processed after the student has returned from the presentation and submitted all necessary receipts and documentation. The following are approved reimbursement levels: Regional (NC, SC, and GA) – up to $200.00, National and International – up to $500.00. Selection of awards will be confirmed by the Office of Student Affairs in a timely manner following the submission of completed application materials.

Allowable Expenses:
• Presentation materials.
• Air Travel - coach class travel will be reimbursed. If frequent flyer premiums are used, there is no out-of-pocket expense. Therefore, reimbursement can only be made if the cost of the ticket was paid by cash or credit card with valid receipt.
• Meal Expense – Reimbursement based on meal per diem. In-state per diem is $6.00 for breakfast, $7.00 for lunch, and $12.00 for dinner. Out-of-state per diem is $7 for breakfast, $9 for lunch, and $16 for dinner. A conference brochure is required for reimbursement.
• Mileage - currently 0.56 cents per mile for privately owned vehicles. Mileage reimbursement is subject to change without notice, as dictated by current economic conditions.

Reimbursement Check List
☐ Original, Itemized receipts (not scanned copies of the original please) for meals, 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. If requesting meal reimbursement, the entire conference agenda must be submitted.
☐ 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
☐ A handwritten thank you to the Alumni Loyalty Fund donor. Please be sure to thank them for sponsoring your trip and share some highlights from your experience. Thank you cards are available in the Dean’s Office.
☐ A thank you note must be turned in to Elle Johnson at the Dean’s Office in order to receive reimbursement check.
ALUMNI LOYALTY FUND TRAVEL GRANT PROGRAM APPLICATION

Application must be submitted for approval at least 30 days prior to date of travel.
Incomplete applications will not be reviewed.

Name: ________________________________ MS Year: __________  Graduation Year: ______________

SS#:  (For reimbursement purposes) _______________________________________________________

Address: _____________________________________________________________________________

Contact Info:  Cell _________________________________   Home ______________________________

Name of Presentation:____________________________________________________________________

Name of Mentor: ________________________  Project Dept:__________________________________

Name of Conference:____________________________________________________________________

Date(s) of Conference:_________________ Location of Conference:______________________________

Nature of your participation in conference (i.e., presenter):_____________________________________

Required Attachments:
1) Confirmation of approved absence by Assistant Dean or Associate Dean for Student Affairs
2) Copy of invitation to present
3) Copy of abstract or synopsis of presentation
4) Letter of support from Mentor or PI
5) Budget of all anticipated expenses

Amount Requested:  $ ______________________

Other/Departmental Funding: $_______________ You are strongly encouraged to contact your research mentor to request additional funding for travel support.

Have you received any other travel awards through the College of Medicine within the last 12 months? Yes ____ No ____
If Yes, please give details:________________________________________________________________________
_____________________________________________________________________________________

Student Signature:  ____________________________________ Date:____________________________

Dean’s Office Representative’s Signature: _________________________

Submit Applications and Reimbursement Requests to:
Elle Johnson
COM Dean’s Office, Student Affairs
601 CSB, MSC 617
E-Mail:  johnsele@musc.edu
Phone: 843-792-1184

Revised 5.31.16