

Joan C. Edwards School of Medicine  
Marshall University  
Office of Student Affairs  
Policy and Procedures

Title: Medical Student Travel Policy

Purpose: Joan C. Edwards School of Medicine encourages medical students to travel to represent the institution at national conferences, meetings, present research or other scholarly presentations.

Policy: (Prior to any travel arrangements)

1. The student must complete a “Request to Travel: Medical Student” form and submit to the Office of Student Affairs for consideration. Any programs or schedules must be attached to travel request form.
2. Travel requests received within 60 days of travel cannot be guaranteed.
3. Students must be in good academic standing per Academic Standards and Professionalism Policy and receive written excused absence from class or clinical work. The block leader or clerkship director must sign the “Request to Travel: Medical Student”.
4. Research or scholarly activity guidelines: (in addition to 1-3 above)
  - a. The research must have been compiled with all federal, state, local and institutional laws, regulations and guidelines.
  - b. The student must be listed as a primary author or the primary presenter of the research and Joan C. Edwards School of Medicine at Marshall University must be cited in the presentation as the student’s sponsoring institution. The student’s name must be listed in the program of the conference or meeting. A copy of the abstract, verification of acceptance, meeting dates and location must be provided with the “Request to Travel: Medical Student” form.
  - c. The mentor/research sponsor’s department is obligated to provide one-half of travel expenses.
5. Conference Attendance Guidelines: (in addition to 1-3 above) (Exception: Members of the OSR)
  - a. The student must demonstrate current membership to the organization of which conference they wish to attend. Students who hold a governing position will receive first priority.
  - b. The Office of Student Affairs will financially support travel, hotel accommodations, and meals per student traveling. Students may apply for this support one time during their medical education career.
  - c. There will be a limit of 4 travelers per conference that OSA will provide financial support.
  - d. For safety reasons, in the situation in which members of the opposite sex will be traveling, OSA requires that 2 rooms be reserved.
6. National organizational meetings: (in addition to 1-3 above)

- a. Students who hold a leadership position or are seeking election at a national organization will be permitted to travel to organizational meetings.
- b. Students must demonstrate proof of current held position.
- c. The Office of Student Affairs will financially support 2 people to attend meetings with the exception of the AAMC OSR who will be permitted to send all four of their elected officials.

All travel is based upon approval only and is subject to available funding and state travel guidelines. Student must work closely with the Office of Student Affairs to ensure that all state guidelines are covered and handled per policy. Travel arrangements made outside of the Office of Student Affairs cannot be guaranteed to be paid.

Students are **HIGHLY** encouraged to apply to appropriate societies within their organizations for any funding that is available.

Contact the Office of Student Affairs for any questions.

Initiated: AMS 9/24/15