

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

Title: Medical Student Travel Policy

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

Policy: (Prior to any travel arrangements and/or travel approval)

1. The student must meet with the Associate Dean of Student Affairs to discuss the travel opportunity.
2. Students must complete a "Request to Travel Form" found at the end of this policy.
3. Travel requests received within 60 days of travel cannot be guaranteed.
4. Students must be in good academic standing per Academic Standards and Professionalism Policy (i.e. not on academic probation) and receive written approval to be absent from class or clinical work.
5. **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 an 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. The faculty member(s) and department who are presenting with the student must also be listed.
 - c. The mentor/research sponsor's department is obligated to provide one-half of travel expenses.
 - d. Limit 2 research travel opportunities per academic year per student.
 - e. No more than 1 student will be approved for the same presentation at the same conference.
6. Funding is provided for the day before, day of, and day after presentation only. There maybe exceptions to local conferences and will be discussed on an individual basis.
7. **National organizational meetings:** (in addition to 1-3 above) ONLY available to students who hold a leadership position or who are seeking an elected position at a national organizational level.
 - a. Students must demonstrate proof of the current held position or election status.
 - b. The Office of Student Affairs will financially support 2 students to attend meetings. Any other exceptions must be discussed on an individual basis with the Office of Student Affairs. This is mainly due to requirements of attendance from the National Organization.
 - c. The Office of Student Affairs will financially support travel, hotel accommodations, and meals per student traveling.
8. No international travel will be funded through the Office of Student Affairs.
9. Voluntary ATTENDANCE to a conference is not an excused absence from academic or clinical responsibilities.

All travel is based upon approval only and is subject to available funding and state travel guidelines. Students 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 with any questions.

Initiated: AMS 9/24/15
Updated: LLC 1/09/2023
Revised: AMS 7/7/2024

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Request to Travel: Medical Student First time traveler?

Name:

Home Address:

Email Address:

Contact Phone Number:

MU ID#

DOB:

Name of conference:

Conference Website:

Destination City/State:

Dates of travel:

Mode of transportation: If by air please indicate preferred airport:

Name as shown exactly on driver's license or passport:

Mentor/research department: Name and email:

Signature of approval:

Traveler's Signature _____ Date: _____

Estimated travel budget:

Registration:

Hotel cost per day + taxes:

Travel: Airfare

Meals refer to <https://www.gsa.gov/portal/content/104877> for meals calculations:

Transportation to and from airport to hotel:

Total ESTIMATED cost:

Office of Student Affairs Use Only:

Date Received:

Date discussed with student:

- Good academic and professionalism standing per APSC
- Course director/Clerkship director approval
- Research presentation acceptance verification notification received
Date of presentation:
- Approved Denied

Marshall University Pre-Travel Form submitted: Date:

Initials:
