

Title: Medical Student Leadership Travel Policy

Purpose: Joan C. Edwards School of Medicine encourages medical students to travel to represent the institution at national conferences. Attendance of a conference will be funded for leadership positions held to represent JCESOM. Documentation of required attendance may be requested prior to approval.

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

1. Students must complete a “Medical Student Leadership Request to Travel Form” found at the end of this policy and the required documents with leadership position requirements and submit to the Office of Student Affairs to review.
2. Travel requests received less than 60 days from travel cannot be guaranteed.
3. Students must be in good academic standing per Committee on Student Promotions policy (i.e. not on academic probation, professionalism probation).
4. **National organizational meetings:** (in addition to 1-4 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 two students to attend the same meeting. 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 conference registration, hotel accommodations, flight, transportation to and from the airport and mileage per current Marshall University reimbursement rate. Meals will not be covered. Students will be responsible for covering their meal costs.
 - d. Students are HIGHLY encouraged to apply to appropriate societies within their organizations for any funding that is available for student travel.
5. No international travel will be funded through the Office of Student Affairs.
6. VOLUNTARY attendance at a conference is not an excused absence from academic or clinical responsibilities.
7. Must provide documentation of approval of absence from course or clerkship prior to approval.
8. Students may be approved for leadership related travel one time per academic year. Further required travel will be handled on a case-by-case basis.

9. 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.

Research Related Travel: There is a separate policy for student travel related to research-
“Medical Student Research Travel Policy.” Link is on the JCESOM website.

Students MUST follow the Office of Student Affairs Medical Student Leadership policy for ALL leadership travel. Research related travel is submitted through the Medical Student Research Travel policy. No travel costs will be reimbursed; ALL travel must be pre-approved and arranged through Marshall University Travel Office.

Initiated: AMS 9/24/15
Updated: LLC 1/09/2023
Revised: AMS 7/7/2024
Revised: MDF 8/19/2025
Approved: DG 8/26/25

Medical Student Leadership Request to Travel Form
JCESOM Office of Student Affairs

Name: _____

First Time Student Travel: Yes No

Home Address:

Email Address: _____ Contact Phone Number: _____

MU ID# _____

DOB: _____

Name of conference: _____

Organization & Leadership Position Held: _____

Conference Website (copy url):

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:

Estimated travel budget:

Registration cost: _____

Hotel cost per day + taxes: _____ Total hotel cost for entire stay: _____

Travel: Estimated Airfare cost _____ If driving, mileage _____

Transportation cost to AND from airport to hotel: _____

Total estimated cost of registration, hotel, airfare & airport transportation: _____

Traveler's Signature _____

Date: _____

Office of Student Affairs Use Only:

Date Received:

Date of Approval and Student Notification:

- ☐ Good academic and professionalism standing per CSP
- ☐ Attached documentation of leadership position; if applicable, conference attendance requirement
- ☐ Attached documentation of approved absence from course or clerkship

- ☐ Approved ☐ Denied

Marshall University Pre-Travel Form submitted Date:

Initials:
