INTERNATIONAL TRAVEL

STEP 1: FORMS & APPROVAL

- Student must first have travel proposal approved by the International Office (x1979, M1-304)
- Fill out completely and submit Request Form to Shannon McClain (M4-201 Gold 4th Floor)
  Request forms are due to Student Affairs at least 30 days in advance of travel date
  Maximum of three (3) students per event allowed.
  Students must be in good academic and professional standing.
  Students must have permission to leave current rotation.
  Students must be in Year 3-6.
  Each individual student is allowed only one (1) international trip per year.
  Letter of recommendation required. Contact the International Office at x1979, M1-304
  • Completed form will be reviewed for approval of available funding and allowance
  • Student(s) will be notified upon completion of review

STEP 2: REQUIRED REIMBURSEMENT MATERIALS

DUE to Shannon McClain no later than seven (7) days after your return from the event:

- Original Itemized Receipts
- Itinerary of event with event logo affixed
- Thank-you note to donor required
- Two (2) page summary of experience and photos (if available).
  - E-mail is acceptable & preferred for the summary.
  - Must present summary at an International Experience Forum or Student Research Day
- Meeting with International Office required (x1979, M1-304)

STEP 3: REVIEW

After review of required reimbursement materials submitted, Shannon McClain will contact the student(s) to come to the Student Affairs Office to sign the Travel-Trip Expense Detail form(s). This will be submitted to the Business Office for reimbursement processing.

STEP 4: MSAC Presentation

After the trip, student(s) are also required to give a short presentation at an upcoming MSAC meeting – first Thursday of every month in either Theater B or C. See http://www.med.umkc.edu/students/default1.html for more details or contact an MSAC officer, listed at http://web2.umkc.edu/medicine/sa/StudentOrganizations.htm.

EXPENSES ALLOWED

1. FOOD: $42 maximum per person, per day (NO alcohol). You must provide ITEMIZED RECEIPTS.
2. GAS MILEAGE (please provide miles of travel, total round-trip. NO gas station receipts.)
3. HOTEL BILL:
   - Room charge – must show daily breakdown of charges and taxes on receipt
   - One (1) phone call per day per room (local or long-distance)
   - Room service within the allowed food expenses per person listed above
   - NO pay-per-view movies allowed
   - NO internet connection charges allowed
4. EVENT:
   - Registration – must have a paid receipt
   - Banquet fee (if related to event)
   - Copying/Xerox charges if related to making a presentation at the event

FOR MORE INFORMATION:
http://www.med.umkc.edu/admin/sections/admindepts/business/Policy8_TravelReimb.pdf

CONTACT:
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