UMKC SCHOOL OF MEDICINE: STUDENT TRAVEL EXPECTATIONS AND REQUIREMENTS
Materials due to Student Affairs seven (7) days after your return:

1. All of your original, ITEMIZED receipts
This includes hotel, airfare, and single purchase meal receipts exceeding $75.00

HOTEL
- A receipted, itemized statement furnished by the hotel or motel is required for all lodging expenses. Summary statements provided by credit card companies will not be accepted as justification for reimbursement.
- Hotel bills must bear the name of the student who stayed in and paid for that hotel room.
- Student Affairs will only reimburse hotel rooms within the dates of the conference.
- Students must find the most cost-effective hotel prices and sharing arrangements possible.
- Student Affairs does not reimburse for non-UMKC students’ hotel stay.

AFIRE/AUTO TRANSPORTATION
- Airfare receipts must have a credit card type (VISA, etc.) and include at least the last four digits of the credit card number used. E-mail receipts are accepted.
- Rental cars are only reimbursed in the most special of circumstances, only if it is truly the most cost-effective mode of transportation. Taxis, buses, shuttles, or other less expensive public transportation is highly recommended.
- Students using their own cars for transportation will be reimbursed for mileage between the UMKC SOM and the location of the event. Gas station receipts are not accepted nor reimbursed.

DOMESTIC MEAL ALLOWANCES
- For overnight travel within the fifty United States and the District of Columbia, meals will be reimbursed on a per diem basis of $42.00 per day. The per diem amount to be reimbursed will be determined by the number of hours in travel status for the day, as follows:

<table>
<thead>
<tr>
<th>Hours in Travel Status</th>
<th>% Eligible</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 8 hours</td>
<td>not eligible</td>
<td>$0</td>
</tr>
<tr>
<td>8 hours or less than 12 hours</td>
<td>50%</td>
<td>$21</td>
</tr>
<tr>
<td>12 hours or more</td>
<td>100%</td>
<td>$42</td>
</tr>
</tbody>
</table>
- If meals are included in conference registrations, covered by other University payments, or paid by others, the traveler is responsible for making appropriate deductions to the per diem amount when submitting their reimbursement request.

2. Official conference itinerary booklet (with logo affixed) of the event. The needed pages will be photocopied and the original returned to the owner.

3. Two-page summary (an e-mail is acceptable) of your experience there.
   *Remember to include your name(s) and the title, date, and location of the event on the summary.
   • Only one (1) summary is needed. If more than one student attended the event, you may decide among yourselves who will write it or collaborate together.
   • Your 2-page summary may be e-mailed to umkcSom_sa@umkc.edu or mcclains@umkc.edu. Digital copies of travel summaries are posted online at http://www.med.umkc.edu/sa/
   • When you submit your summary, please indicate whether or not you give permission to post it online.

4. MSAC Meeting Presentation
Upon your return, you are also required to give a short presentation on your trip at an upcoming MSAC meeting (see http://www.med.umkc.edu/students/default1.html for more details or contact and MSAC officer, listed at http://web2.umkc.edu/medicine/sa/StudentOrganizations.htm.

Contact:
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