STUDENT TRAVEL FUNDING REQUEST GUIDELINES
UMKC SCHOOL OF MEDICINE OFFICE OF STUDENT AFFAIRS

STUDENT ORGANIZATIONS

Students are allowed to attend events with the expectation that they will share the information they have gathered with fellow students upon their return. This will benefit both the organizations and individual students.

STEP 1: FORMS & APPROVAL

• Fill out completely and submit to Shannon McClain (M4-201 Gold 4th Floor)
  Travel funding proposals are being considered only from the following groups: AAMC, AMA, AMSA, AMWA, APAMSA, MSMA, and SNMA. If you are part of a special interest group, please see an MSAC officer.
  Request forms are due at least 30 days in advance of travel date
  Maximum of three (3) students per event allowed
  Students must be in Year 3-6 & in good academic and professional standing
  Students must have permission to leave current rotation
  Each individual student is allowed one (1) trip per year with a maximum reimbursement amount of $1000.00
  Students requesting fund for research presentations must produce a letter from their mentor
  Purpose of trip must adhere to the philosophy statement (stated above).
  Only travel within the United States is permitted.

• 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
• Two (2) page summary of experience and photos (if available).
  o E-mail is acceptable & preferred for the summary.
  o If more than one student attends, the group will decide on one person to write summary.

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/sa/student_organizations.shtml for a list of MSAC officers.

EXPENSES ALLOWED

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

CONTACT:
Shannon McClain, Gold IV & Student Affairs Office Administrative Assistant, mcclains@umkc.edu / 816-235-1920