Travel Reimbursement Guidelines

First developed June, 1998
Last revision September, 2010

I. Statement of Purpose: Dartmouth Medical School (DMS) Student Government (SG) serves an important role in encouraging and facilitating student travel to various medical conferences across the country and internationally. The purpose of funding student travel is to maximize participation at professional conferences by supplementing travel expenses, not to fund completely a small number of individuals. The Student Government Vice President, as defined below in Section VIII, in conjunction with the DMS Administration, will be responsible for implementing these guidelines each fiscal year when disbursing Student Government funds for student travel.

II. Description of funds: Funding for student travel will be disbursed from the Student Activities Fund. This fund, provided exclusively by DMS students and TDI students via the student activity fee, is to benefit DMS medical students and TDI students. MD/PhD and MD/MBA students are also eligible for funding. We encourage them to first apply for funding from their graduate programs, using the student activities fund as a funding source of last resort. The amount that will be allocated to DMS student travel will be determined at the beginning of each Student Government year. $11,200 was allocated for the 2010-2011 school year.

III. Award categories:

A. Category A: Reimbursement of up to $150 will be awarded to those students who wish to attend a medical conference as a DMS student but who are not making a formal presentation at the conference.

B. Category B: Students who wish to attend a conference and are scheduled to make a formal presentation are eligible for reimbursement of up to $300.

C. Category C: Students who wish to attend a conference and are scheduled to make a formal presentation and have expenses in excess of $600 are eligible for reimbursement of up to $400. This category is meant to support students who travel to more distant conferences.

IV. Award Rules:

A. Students may receive funding only one time per academic year.

B. Students representing AAMC and SNMA have been allotted separate funding by the Dean’s Office. These conferences are not considered part of categories A, B, or C, and students attending these conferences may apply for funding for other conferences as stated above.

C. Reimbursed travel expenses can include the costs of travel to the conference location, hotel accommodations at the location, and the cost of conference registration. Food expenses will not be reimbursed.

D. Students granted a travel award will be encouraged to make a brief presentation at a Student Government meeting detailing what they learned by attending the conference, or to write up their experience for posting on the SG conference experience web page. Additionally, if students presented a poster or acquired conference brochures, they will be encouraged
to display the information in a designated area at DMS and/or DHMC.

E. Travel funds will be allocated per class until February 1 of each calendar year. Classes include DMS-I, DMS-II, DMS-III, DMS-IV, TDI, and MBA&MD/PhD. After February 1 of each calendar year, money not used by each class becomes available without class restrictions on a first-come, first-served basis.

F. Individuals may begin applying for funds on July 1 of each calendar year. Once funds are extinguished, a waitlist will be generated and will continue to apply after February 1.

G. Funds allocated to any one organization, group, or conference are not to exceed 40% of the class’s total travel budget.

V. Eligibility: To apply, students must complete the Student Travel Request Form prior to traveling and return it to the Student Government Vice President, who is the Chair of the Travel Committee, via email, to be eligible for an award. Requests will be reviewed by the Chair and either approved or denied based on the criteria set forth below. Students who are denied funding for any reason can appeal to the Student Government as a whole. The Student Government can override a decision by the Chair by a simple majority vote.

Criteria for approval include:
A. Name, Date, Class, Affiliation (DMS Medical, TDI)
B. Purpose of Request/Description of Conference/Statement of Intent: This shall be used only to determine that:
   i) The conference is primarily intended as medically related education.
   ii) The student has demonstrated a rationale for and commitment to attendance at the conference.
   iii) No student shall be denied funding based on the judgment of the Student Government as to the merit of the conference or any ideological or political aspects of a conference as long as it is primarily medically oriented.
C. Date of Travel
D. Expected Costs of Travel (Itemized expenses)
E. Amount Requested
F. Presenting at Conference (Yes/No)
G. Other funding sources sought

VI. Disbursement of Funds: Funds requested from the Student Activity Fund will be disbursed on a first-come, first-served basis. Any receipts submitted after June 1 will not be reimbursed unless previously authorized. If funds should be depleted before this time, no further funds will be made available. Student will be encouraged to plan accordingly. Unused funds will be returned to the fund from which they came and be used as seen fit by SG.

VII. Advertising: An email will be sent to all DMS students twice yearly, in September and January describing the awards available, eligibility requirements, funding request deadlines, and recent awards.

VIII. Distribution of the travel funds shall be overseen by the Vice President of the Student Government. The Vice President shall announce travel funds policies to all classes in September of each calendar year. In addition, the Student Travel Guidelines are to be reviewed at the end of each academic year by the Student Government and a report will be given to the Council at the end of
the school year by the Vice President regarding a summary of the funds disbursed along with shortfalls or surpluses, recommendations for changes in the funding structure, and a description of conflicts that arose and how they were handled.

Revised: