**TITLE:**

**Community Medicine Activity Student Travel Award Policy**

**SUMMARY AND PURPOSE:**

Chicago Medical School (CMS) seeks to recognize and support students engaged in community medicine by providing travel award funding, made possible by the CMS Health Equity Catalyst Endowed Fund, to students demonstrating leadership and commitment in this area.

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| **APPROVED BY:** | Dean's Executive Council |
| **APPROVAL DATE:** | October 30, 2026 |
| **EFFECTIVE DATE:** | October 30, 2026 |
| **APPLIES TO:** | Chicago Medical School students in good academic standing who represent CMS in a leadership role, or who are presenting approved research in community medicine. |
| **RESPONSIBLE PARTY:** | Office of Student Affairs |
| **CONTACT:** | Associate Dean of Student Affairs |
| **LAST REVIEWED:** | October 30, 2026 |
| **SUPERSEDES:** | N/A |

**POLICY STATEMENTS:**

Chicago Medical School (CMS) students are eligible to apply for a travel award from the CMS Health Equity Catalyst Endowed Fund to support travel connected to community medicine, provided the student is currently enrolled at Rosalind Franklin University of Medicine and Science (RFU) in CMS, is in good academic standing, and either:

- is representing CMS in a leadership role related to community medicine, or
- is presenting approved research in community medicine.

Eligibility and award determinations are made by the Dean of CMS or the Dean's designee. Awards are subject to available funding in a given year; any monies not awarded in a particular year are held and made available for expenditure in subsequent years.

CMS may not cover, in part or wholly, such funding requests under certain circumstances, including but not limited to: other funding sources available to the student, or requests from students on a leave of absence.

**DEFINITIONS:**

Eligible expenses include student registration fees, travel expenses to and from the meeting or activity, and hotel expenses. In addition, flights are restricted to non-refundable coach airfare booked at least 30 days in advance when possible. Reimbursement for these expenses must follow RFU travel and expense policies.

Community medicine activity includes representing CMS in a leadership role or the presentation of approved research directly related to community health and healthcare access, including, but not limited to, participation in community health outreach, addressing social or structural drivers of health, supporting under-resourced patient populations at a recognized conference or meeting.

**PROCEDURES, FORMS, AND RESOURCES:**

To request a travel award, CMS students must complete the CMS Application for Discretionary Student Expense Support at least 30 days prior to travel. Students will be informed of the decision on their request in a timely manner.

Upon return, students must complete the travel reimbursement form and submit it, along with original receipts, to the CMS Office of Student Affairs. Travel reimbursement requests must be submitted within 30 days of the completion of travel.

**RELATED POLICIES:**

RFU Travel & Entertainment Policy & Procedures

**HISTORY (IF APPLICABLE):**

- None