

TITLE:

Financial Support for Non-Research Related Medical School Travel Policy

SUMMARY AND PURPOSE:

Chicago Medical School seeks to promote and support student experiences in external societies or professional associations by addressing travel stipends to students demonstrating a financial need.

APPROVED BY: Dean's Executive Council (formerly known as Faculty Executive Council)

APPROVAL DATE: November 27, 2018

EFFECTIVE DATE: November 27, 2018

APPLIES TO: This policy applies to Chicago Medical School students in good academic standing traveling to meetings of external societies or professional associations with a role in leadership, organization, planning, and/or implementation.

RESPONSIBLE PARTY: Office of the Dean

RESPONSIBLE PARTY CONTACT: CMS Director of Business Operations

LAST REVIEWED: November 27, 2018

SUPERSEDES: N/A

POLICY STATEMENTS:

Chicago Medical School (CMS) students are eligible to **apply** for reimbursement of eligible expenses to attend up to one (1) meeting of an external society or professional association during their time at CMS if they are also participating in the meeting with a role in leadership, organization, planning, and/or implementation.

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, 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.

An external society or professional association is a recognized national organization that supports the development of physicians in training and physicians. Examples include, but are not limited to, AAMC (Association of American Medical

Colleges), AMA (American Medical Association), AIHC (American Interprofessional Healthcare Collaborative), AMSA (American Medical Student Association).

PROCEDURES, FORMS, AND RESOURCES:

To request a travel grant, CMS students must complete the [Application for CMS Non-Scholarship Financial Support for Student Expenses](#) at least 30 days prior to travel. Requests will be reviewed by the Office of Student Affairs and Education and the Director of Business Operations. Students will be informed of the decision on their travel request in a timely manner.

Upon return, students must complete the travel reimbursement form and submit it along with original receipts to the CMS Dean's Office. Travel reimbursement requests must be submitted within 30 days after the travel is complete.

Related policies include the RFU Travel & Entertainment Policy & Procedures.

HISTORY (IF APPLICABLE):

- November 27, 2018 - Original policy created to align with in-place procedures.