

# Medical Student Travel Authorization Form

## INSTRUCTIONS:

1. Read the **Student Travel Policy** (page 2 here) prior to completing and submitting this form.
2. Complete Section 1
3. Include a copy of the documents listed below:
  - Supporting documentation for lodging reservation estimate
  - Supporting documentation for transportation estimate (Mapquest or Google Maps if driving)
  - Paper/ poster/ abstract with the acceptance letter
4. Submit request form and all supporting documents- at least 2 weeks in advance
  - send requests related to Embark projects to: [embark@oakland.edu](mailto:embark@oakland.edu)
  - send Non-Embark Projects to: [ouwbresearch@oakland.edu](mailto:ouwbresearch@oakland.edu)
  - \*\*Non-Embark Projects must also be registered at: OUWB Research Project Registration Database

## Section 1 – Student Information

Student's Name	G#	Class of	Date Request Submitted
Mailing Address including city, state, zip code			
Phone #	Email address		
Conference Name		Conference Location	
Purpose of Travel		Mentors Name	
Departure Date	Return Date	Embark	Non-Embark
<b>Expense Item:</b>		<b>Estimated Cost:</b>	
Registration:	\$		
Transportation:	\$		
Lodging:	\$		
Miscellaneous:	\$		
Total:	\$	<b>Total Reimbursement Limited to \$500</b>	
<b>Student Signature Required:</b>		<b>Date:</b>	
Route form and supporting documents back to Embark Coordinator or Research Coordinator			

## Section 2 – Administration & Financial Aid Approvals

Chair, Department of Foundational Medical Studies	Date
OUWB Director of Business Operations	Date
Financial Services	Date
Route form and supporting documents back to Embark Coordinator or Research Coordinator	

## **Student Travel Policy**

### **Financial Support for Medical Student Travel for Scholarly Activities**

OUWB students are encouraged to present their research at conferences as part of their scholarly work and to represent the school in leadership capacities. In the event that sponsoring departments, programs, mentors, or student organizations do not have resources to cover their expenses, students may request assistance from the Medical Education program. Because of the limited availability of funding, students are expected to contribute to their travel costs. The following expectations must be met before requesting funding.

**Criteria:** To be considered for funding the following MUST be met:

- The conference must take place in the continental United States.
- The research being presented must have been conducted while enrolled at OUWB.
- The student must be listed as first-author/presenting author on paper/poster/abstract.
- The research has not been presented before.
- The student has not traveled to another conference to present their work in the current academic year.
- The project must have been completed at either OUWB, OU, and/or BRI.
- *non*-Embark projects must be registered through the: OUWB Research Project Registration Database
- Students on a leave of absence are not eligible for funding.

**Funding Availability:** Effective academic year 2023, funding will be processed as a financial aid award. Funding per student may not exceed \$500 per academic year. Funding will not be accumulated from year to year.

**Information to be submitted for funding approval:** Submit the Medical Student Travel Authorization form, the conference acceptance letter, and the title, authors and a copy of abstract and/or poster that will be presented at the conference. All application forms must be signed by the sponsoring faculty mentor. The mentor or sponsor must be associated with OU, OUWB or Beaumont.

Updated November 01, 2022 by TWB