

MEDICAL STUDENT TRAVEL AUTHORIZATION for



INSTRUCTIONS:

1. Read the *Student Travel Policy* prior to completing/ submitting this form.
2. Complete Section 1 below.
3. **These documents must also be submitted with this form:**
 - *A copy of the accepted paper/ poster/ abstract AND copy of acceptance letter
 - *Copy of lodging reservation with costs
 - *Copy of airfare receipt or mileage if driving (must submit Mapquest or Google Maps if driving)
4. Direct any questions to and submit request form and all supporting documents to:
Embark Program Coordinator; Julie Strong; strong@oakland.edu, 507 O'Dowd Hall

***Form Must Be Submitted Prior to Travel**

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	
Title of Paper / Poster:			
Departure Date	Return Date	Purpose of Travel:	
Expense Item:		Estimated Cost:	
Registration:	\$		
Transportation:	\$		
Lodging:	\$		
Miscellaneous:	\$		
Total:	\$		
			Total Reimbursement Limited to \$400

Student Signature Required:

Date:

Submit form to Embark Coordinator

Section 2 – Administration & Financial Aid Approvals

Associate Dean for Medical Education	Date
Vice Dean for Business and Administration	Date
Financial Aid Review / Approval	Date
Route form and supporting documents back to Embark 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 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.
- If the student is a national officer of a student organization, there must be no other funding sources for travel.
- The student must be in good academic standing. Students on a leave of absence are not eligible for funding.

Funding Availability: Funding may be used for registration, travel and/or accommodations as identified by Oakland University policy. Funding may not be used to fund food, entertainment or alcohol. Funding per student may not exceed \$400 per academic year. Funding will not be accumulated from year to year.

Information to be submitted for funding approval: Submit a Travel Funds request form to Julie Strong, Embark Coordinator along with 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 and the Associate Dean for Medical Education.

updated January 24, 2017 by RN