

UQ-Ochsner Medical Student Travel Reimbursement Guidelines

UQ-Ochsner medical students may apply for funding support to present at conferences if they meet the following criteria.



- Students must be in good academic standing, including a passing score on USMLE Step 1 and no recorded findings of student misconduct at the University.
- The project must be Ochsner-sponsored research conducted with an Ochsner Primary Investigator.

Additional Stipulations

- Limited to **podium presentations** and **poster presentations only** and student must be listed as *first author*. Does not include conference attendance.
- Limited to US only – no international travel.
- Students are limited to two (2) approved presentations and must be different topics.
- Students are expected to make up any missed clinical time.
- **Student's presentation must be listed in the conference program.**
- Students must submit an application, including the abstract, and outline a proposal with detailed estimates for funding **at least 45 days prior to the conference**. Funding is not guaranteed as each application will be reviewed and approved on a case-by-case basis.
- Maximum reimbursement per trip will be based upon analysis of proposed submission and all expenses are at the discretion of executive leadership.
- Students must apply by the end of the calendar year if the presentation will be held in the Spring after graduation.

Registration Fees

- Pay registration fees directly (if applicable).
- Provide an original paid receipt with reimbursement request.

Poster Printing

- You are responsible for any poster printing services.
- Provide an original paid receipt with reimbursement request.

Airline Reservations

- You are responsible for your own reservations (reimbursement is for **coach class only**).
- Must provide copy of your e-ticket showing the amount paid, date paid, and method of payment.
- Ochsner Accounts Payable may require a copy of your credit card statement if e-ticket does not reflect the method of payment, date, and amount paid.

Transportation

- Automobile rentals are not reimbursable unless prior documented approval is received. Approval must be noted on the *Medical Student Travel Funding Application*.
- If available, use public transportation to and from airports since many hotels offer shuttle service.
- Taxi/Rideshare cost will be reimbursed in connection with business activities only.
- If staying at the conference site, you should not have any other taxi expense from the conference city.
- If you park at the airport, short term parking rate **will not** be reimbursable.

Ochsner Student Administration

Hotel

- You are responsible for your own reservations (base room rate; single occupancy).
- Provide original itemized receipt.
- Any meals charged to the room must be itemized.
- Sharing a room: Split the bill into two (2) separate bills. The student is required to provide a separate itemized bill showing only the charges to be reimbursed.
- Conferences typically have a better discounted rate (encouraged).

Meals

- Student may be reimbursed for the reasonable cost of meal expenses, not to exceed **\$75 per day**. Unused dollars per day cannot be carried over.
- Receipts must be original and itemized (showing a listing of all items ordered). Ochsner Accounts Payable will not reimburse receipts showing only the credit card total.
- Multiple dinner guests: Split the bill into separate bills. The student is required to provide a separate itemized bill showing only the charges to be reimbursed.
- Reimbursement is **NOT** allowed for alcoholic beverages, tobacco, spas, golf, movies, internet, or personal items.
- Complete the daily worksheet to track your meals, adding the total per day to the Trip Expense Report (on the *Travel Reimbursement Form*, which will be provided to you upon approval of application).

Application Process

Students must submit the *Medical Student Travel Funding Application* form, the abstract, and outline a proposal with detailed estimates **at least 45 days prior to the conference** to seek approval for funding. Applications must be submitted to med.ocsStudentAdmin@uq.edu.au. Please provide all information on the conference, especially documentation that you have been accepted to present a podium or poster presentation at the conference and the abstract.

Reimbursement Process

Within 30 days after the conference, students must submit the completed *Travel Reimbursement Form*, including itemized receipts and a copy of the conference program to med.ocsStudentAdmin@uq.edu.au. **Reimbursement requests made after 30 days of the conference WILL NOT be reimbursed.**

After submitting the *Travel Reimbursement Form*, along with the required documents, it takes *approximately 8 weeks* for Ochsner Accounts Payable to process reimbursements. They will mail a paper check to the address you provide on the *Travel Reimbursement Form*.

Medical Student Information

Full Name: _____ Date: _____
Last First M.I.

Phone: _____

I have read the UQ-Ochsner Medical Student Travel Reimbursement Guidelines. YES NO I meet the criteria to apply for funding under the UQ-Ochsner Medical Student Travel Reimbursement Guidelines. YES NO

Conference Information

Name of conference: _____

Location of conference (City and State): _____

Dates of Conference: From: _____ To: _____

Number of days in attendance: _____

I have been accepted to present at this conference. (Indicate which one) Podium Poster I have attached documentation of acceptance to present at this conference and the abstract. YES NO

I will travel by automobile. YES NO I will travel by plane. YES NO

Provide detailed estimates for funding request. i.e. registration fee, hotel, travel, poster printing, etc.

Estimated Total of Funding Requested: \$ _____

Other Considerations/Requests: _____

Signatures

Student Signature: _____ Date: _____

Primary Investigator (Print Name): _____

PI Signature: _____ Date: _____

Office Use Only

Courtney Park, PhD
 Medical Director for Student Research Approved: Disapproved: Date: _____

Deputy Head Approved: Disapproved: Date: _____

VP Approval _____ Date: _____

Carl J. Tholen, Vice President, Medical Education