UQ-Ochsner Medical Student Travel Guidelines

UQ-Ochsner medical students may request time off from clinical duties to travel to present at conferences if they meet the following criteria:

- Student must be in good academic standing, including a passing score on USMLE Step 1, no recorded findings of student misconduct at the University, and no un-remediated coursework.
- Student may miss no more than two days of clinical work and must make up any missed clinical time.
- Student must be listed as the first author as defined by:
    - Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
    - Drafting the work or reviewing it critically for important intellectual content; AND
    - Final approval of the version to be published; AND
    - Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.
    - First author must also take primary responsibility for communication with the organization to which the work was submitted during the submission, review, publication, and presentation process.

UQ-Ochsner Medical Student Travel Stipend Guidelines

UQ-Ochsner Year 4 medical students may apply for a travel stipend to present at conferences if they meet the following criteria:

- Student must be in Year 4 of the UQ-Ochsner MD program.
- The project must be Ochsner-sponsored research conducted with an Ochsner Primary Investigator.
- Only podium and poster presentations are eligible, and the student must be listed as the **first author as defined above.** Conference attendance without a presentation is not covered.
- Limited to US (continental 48 states) only – no international travel.
- Student is **limited to one (1)** approved presentation.
- Applications must be submitted at least **45 days prior** to the conference and include the **abstract and a detailed proposal of funding estimates**. Funding is not guaranteed and will be reviewed on a case-by-case basis. If the annual UQ-Ochsner student travel budget is exceeded, funding may not be approved.
- Maximum reimbursement will be based upon analysis of the proposed submission. All expenses are at the discretion of executive leadership. Reimbursement of travel expenses is limited to a duration of **two days.**
- Students presenting in the spring after their graduation must apply by the end of the Year 4 calendar year.

Registration Fees

- Pay registration fees directly.
- Provide an original paid receipt with reimbursement request.

Poster Printing

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

Airline Reservations

- Student is responsible for their own reservations (reimbursement is for **coach class only**).
- Must provide copy of the 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 the e-ticket does not reflect the amount paid, date paid, and method of payment.

Transportation

- Automobile rentals are not reimbursable unless prior documented approval is received. Approval must be noted on the *Medical Student Travel Stipend Application.*

Hotel

- Reimbursement for hotels or room rentals is limited to **two nights.**
- Student is responsible for their own reservations (base room rate; single occupancy).
- Provide original itemized receipt.
- Sharing a room: Split the bill into two (2) separate bills. Each student is required to provide a separate itemized bill showing only the charges to be reimbursed.
- Conferences typically have a better discounted rate (encouraged).

Application Process

Student must submit the following at least **45 days prior** to the conference: *Medical Student Travel Stipend Application*, including proposal with detailed estimates; abstract listing the student as first author; and the acceptance email or letter confirming the student has been accepted to present at the conference.

Applications must be submitted to med.ocsStudentAdmin@uq.edu.au.

Reimbursement Process

Within **30 days after the conference,** student must submit the completed *Travel Reimbursement Form*, including itemized receipts, 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. A paper check will be mailed to the address provided on the *Travel Reimbursement Form*.

Medical Student Travel Stipend Application

Medical Student Information

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

Phone: _____

I confirm that I have read and fully understand the UQ-Ochsner Medical Student Travel Stipend Guidelines, and I meet all stated requirements. 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 attached the abstract and documentation of acceptance to present at this conference: ☐ YES ☐ NO

I will travel by automobile: ☐ YES ☐ NO

Presentation type: ☐ Podium ☐ Poster

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: _____

Abstract Information

Please provide your qualifications as first author for this project. This is a commonly used definition of first-author: Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; drafting the work or reviewing it critically for important intellectual content; final approval of the version to be published; agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. First author must also take primary responsibility for communication with the organization to which the work was submitted during the submission, review, publication, and presentation process.

Medical Student Travel Stipend Application

Signatures

Student Signature Date

Primary Investigator Signature Date

Primary Investigator (Please Print)

Office Use Only

Courtney Parke, PhD
Medical Director for Student Research Approved: ☐ Disapproved: ☐ Date:

Deputy Head Approved: ☐ Disapproved: ☐ Date:

VP Approval Date:
Carl J. Tholen, Vice President, Medical Education