UNIVERSITY OF SOUTH ALABAMA

Whiddon College of Medicine
Office of Student Affairs
Student Travel Funding Request Standard Operating Procedure

Student travel funding requests from the Whiddon College of Medicine (Whiddon COM) Office of Student Affairs (OSA) must be emailed to Ms. Gracie Overstreet, gracieoverstreet@southalabama.edu.

The Whiddon COM's OSA will only process travel funds on Tuesdays and Thursdays. This includes all aspects of the travel funds process, from submitting the travel fund request and the estimated travel cost to processing the reimbursement.

To initiate the travel funding approval process, each student whose research has been accepted for presentation at a conference must submit the online *Whiddon COM Request to be Absent from School* Google form. As outlined in the attendance policy, students are excused up to three (3) days for presentations at professional meetings: one day for travel to the meeting, one day for attendance at the meeting on the day of the presentation or for scheduled participation, and one day for return travel. **Note:** ***Even if excused time off is not required, each student is required to submit the Request to be Absent form to initiate the travel funding approval process. In the request, please indicate which travel date(s) will require an excused absence, or note that excused time off is not required.*** The request should be submitted *within one week* of receiving the acceptance to present, and it must be approved *before* beginning discussions regarding potential funding. If the request is not submitted within the aforementioned time, it may affect the amount a student is eligible to receive. As soon as the absence request is approved by the OSA, the student should immediately email Ms. Overstreet an estimated budget of travel expenses with the following information:

To prepare an estimated budget of expenses, please include <u>all of the following</u>:

1. **Conference Registration Fee**
2. **Planned Travel Dates** – please note if any personal travel days are included
3. **Travel Transportation** – either Flight Cost or Mileage (Please Note: Whether the student chooses to fly or drive, the University will only reimburse for whichever cost is the lesser of the two, if the drive is 10 hours or longer.)
    - *If Driving Personal Vehicle:*
        - Mileage from Mobile to destination and mileage from destination back to Mobile

- *If Flying:*
    - Flight cost
    - Baggage fees (if applicable)
    - Parking at the airport (if applicable)
    - Taxi/shuttle/Uber from the airport to the hotel, and from hotel to the airport (the University does not cover personal mileage, Ubers, taxis, etc., to meals, or any other sights not pertaining to the conference)

4. **Hotel cost:**
    - Cost per night, the number of nights, and additional taxes & fees
    - If driving personal vehicle – parking at the hotel (if applicable)
5. **Meals** – calculated at the rates used by the University
6. **Cost of presentation materials** (i.e., poster printing, conference tech fee, etc.)

Once the student has completed the estimated budget, the student can email, call, or schedule a time to stop by and review it with Ms. Overstreet, if needed. Once the estimated budget is ready, it will be reviewed within the Whiddon COM's OSA to assess the level of funding that can be provided.

Important points to remember:

1. Within one week of notification of acceptance, submit the Google Request to be Absent, attaching documentation of the acceptance (please note that the student's name must appear in the acceptance email, or the submitted abstract bearing the student's name must be attached).
2. Once the absence has been excused, immediately email Ms. Overstreet the necessary documentation requested as noted above.
3. If additional funding from other sources for this conference is available (e.g., SGA, etc.), please inform Ms. Overstreet.
4. Receipts for reimbursement must be submitted to Ms. Overstreet within thirty (30) calendar days of the meeting date. Receipts presented for a meeting for which prior approval was not processed will not be considered for reimbursement.
5. **The OSA reserves the right not to reimburse expenses on travel expense reports not submitted in a timely manner after such expense is paid.** Reimbursements made where the travel expense reports are submitted subsequent to 30 days after the date the expense is paid will be treated as income subject to withholding according to federal income tax regulations section 1.62-2.