



QUILLEN COLLEGE of MEDICINE

EAST TENNESSEE STATE UNIVERSITY

Policy Name/Number: Student Educational Travel Reimbursement Policy / ADMIN-0125-36

Policy Owner: Dr. Deidre Pierce, Associate Dean for Student Affairs and Financial Aid Services	
Committees, Departments, or Individuals Responsible for Implementation: Financial Aid; Student Affairs	
Original Approval Date/ By: 1/9/2025; Student Affairs; Policy Advisory Committee	Effective Date: 1/1/2025
Most Recent Revision Date: 1/9/2025	Policy Advisory Committee Review Date: 1/9/2025
Date of Next Review: 1/9/2028 <i>(All policies are reviewed by the Policy Advisory Committee every 3 years unless circumstances for an earlier review is identified.)</i>	

(A) Policy Statement:

Travel is an integral part of a medical student's time in medical college whether for meeting contacts or presenting research to peers. This policy sets guidelines for how students may be reimbursed for travel.

(B) Purpose of Policy:

Students are allowed up to \$500.00 in reimbursement per academic year to attend an educational conference. If they are presenting at the conference, this amount increases up to \$1,000.00. In the event that a student presents at a conference later in the year after they have already received a prior reimbursement for attending a conference, they may receive up to \$500.00 additional reimbursement (for a total of up to \$1000.00). To receive a reimbursement a student must:

- Complete the Student Affairs Authorization form 30 days before the travel date.
- If presenting, student must present proof of presentation.
- Once the Student Affairs Authorization form is completed you will receive an email to complete your travel authorization before the conference. The travel authorization form must be completed and submitted to Student Affairs prior to departure for the conference.
- After the conference the travel claim will be made. Once it is signed it will be submitted. It must be submitted within 30 days after the last day of the travel in order to receive reimbursement.

(C) Scope of Policy (applies to):

The policy applies to all Quillen College of Medicine students.

(D) Policy Activities:

- Travel is authorized by the Student Affairs Travel Form which includes the university's Travel Authorization and Claim Forms.
- Students must obtain Educational Leave from the Course or Clerkship Director or the faculty overseeing the M4 activity at least 4 weeks prior to the anticipated leave. Please review the 'Education Leave/Quillen Activity (Official QCOM Committee / Other Teaching Activity)' subheading of the respective Attendance Policy for the Pre-clerkship, the M3 or the M4 year that is applicable for the student requesting travel. Students that wish to attend educational conferences that are not presenting or participating in a QCOM activity are required to obtain approval to use flex days to attend or may use unscheduled time in the M4 year to attend. Links to the three policies are provided below:
 - <https://www.etsu.edu/com/msec/documents/msec-0622-28.pdf>
 - <https://www.etsu.edu/com/msec/documents/msec-0316-13.pdf>
 - <https://www.etsu.edu/com/msec/documents/msec-0111-4.pdf>

- Students will be provided information regarding the necessary materials they must submit in order to file their travel authorization and claims. Initial information must be submitted at least one week prior to the conference. Subsequent information must be submitted within 15 days of return from the conference. Failure to meet these deadlines will impact the ability to be reimbursed.
- The initial Student Affairs Travel Form and permission from the course director must be obtained at least 30 days before the first day of travel.
- Any student who does not submit the appropriate forms and documentation prior to attending a conference will not be eligible for reimbursement.