

## Travel Procedure

### **A) PURPOSE**

To establish a procedure through which the College of Graduate Studies at NEOMED will pay for students to be able to present their research at conferences and meetings.

### **(B) SCOPE**

This policy applies to students in all Graduate Program at NEOMED who are the first author of research to be presented at conferences and meetings.

### **(C) DEFINITIONS**

#### **(D) eligibility**

Each graduate student enrolled in an on-ground (students in an online program are not eligible) NEOMED program is eligible to receive travel reimbursement when they are the first presenter of their research at a conference or meeting of a scientific organization.

#### **(E) Travel Expense Budget**

Student will submit estimated travel expenses including:

- a. Conference name
- b. Dates of travel
- c. Reason for travel
- d. Registration fee
- e. Airfare
- f. Hotel accommodations
- g. Transportation and tolls
- h. Meals, Per Diem will be paid when meals are not provided
- i. Amount of funding you are requesting and source (NSC, research advisor, program, COGS, etc.)

#### **(F) Funding Approvals**

All approvals must be received prior to attending the conference/meeting

- (1) Program Director, student must submit estimated travel expenses to program director for approval before any funding can be requested.
- (2) NSC Funding, students are eligible for a maximum of \$2,000 for research or presentation done, per student during their enrollment period. Allocated with a maximum of \$1,000 per presentation, the amount approved per conference may not exceed \$1,000. **Students must use NSC funding first.**
- (3) Other funding sources, students are encouraged to seek additional funding from research advisor and or program as needed.
- (4) COGS, a student may request funding from COGS when no NSC or other funding sources are available, or when funding provided by other sources is insufficient. Students will submit an abstract of their research to be presented to the College of Graduate Studies office prior to attending the conference/meeting. The Dean of COGS will review and approve these requests on a case-by-case basis.

#### **(G) Reimbursement**

- (1) NSC reimbursement, Students will follow NSC guidelines for submitting reimbursement request.
- (2) Other funding sources, submit approved travel expense budget and receipts for all applicable expenses to the College of Graduate Studies office for reimbursement including:
  - (a) Meals/Per Diem, a copy of the program/agenda/schedule-at-a-glance from the conference/meeting is required