



Students are allowed to attend events with the expectation that they will share the information they have gathered with fellow students upon their return, with the goal of benefitting the largest number of students possible.

STUDENT TRAVEL REQUEST FORM

*This form is DUE at least 30 days before
the date of departure.*

This form is for AAMC, AMA, AMSA, AMWA, APAMSA,
MSMA, and SNMA.

(If you are part of a special interest group, please
see an MSAC officer.)

Research requests may still be considered by the Student Affairs Office if the requester is listed as the primary presenter in the conference. (Research requests: Abstract and Acceptance Letter for Presentation required for consideration.)

Meeting Title _____

Location _____ Dates of meeting _____

Affiliated Student Organization _____

Purpose of meeting _____

Names and E-mail Addresses (Must be Year 3-6, Maximum of 3 allowed) _____

NOTE: Students must be in good academic and professional standing. Each individual student is allowed 1 trip per year and 2 trips during the Med School Career.

ESTIMATED BUDGET

Total reimbursement for student travel cannot
exceed \$1000 per student.

If you are in need of more funds, contact your research mentor, or check with the organization to see if travel scholarships are available for students.

_____ **TRAVEL COSTS (Airfare/Taxi/Shuttle/Bus/Etc.)** If driving your own car, write
total number of miles (roundtrip)

NOTE: It is recommended you do not book arrangements until *after* you receive
the decision on this request.

****Student Affairs expects students to find the most cost-effective modes of transportation possible.**

**** Do not book airfare and hotel together. These receipts must be separated and itemized.**

_____ **LODGING/HOTELS**

NOTE: Students must find the most cost-effective hotel room prices and sharing arrangements possible.

****Do not book hotel online through third party. An actual bill printed by the hotel will be required.**

****Student Affairs will only reimburse hotel rooms within the dates of the conference.**

****Student Affairs does not reimburse for non-UMKC students' hotel stay.**

_____ **MEALS (\$42 for meals per person, per day)**

NOTE: Student Affairs does not reimburse non-UMKC students' food or any alcohol.

_____ **REGISTRATION**

_____ **TOTAL REQUESTED**

NOTE: Approved student travelers are required to attend a short preliminary travel expectations meeting before their departure. If you do not or cannot attend this meeting **IN PERSON**, you will not be refunded. No exceptions.

Have you requested or secured additional funding NO ____
for this trip? YES ____

If YES, please attach explanation, amount given, and contact numbers of additional funding source

Have you received permission from your clerkship or instructor to be absent during this event? YES ____ NO ____

Please return to Michelle Schrader, Gold IV Administrative
Assistant / Student Affairs Office Michelle
Schrader(schraderma@umkc.edu / 816-235-1920)

Mary Pirotte, Senior ETC • Date Approved

OFFICE USE ONLY: Submitted: _____ Amount Approved: _____ Account(s): _____
Date Notified: _____ Notes: _____

1/ 2013