Mercer University School of Medicine
Travel Reimbursement Application for Research and Conferences

Name (Individual or Interest Group):______________________________________

Reason for Travel: ________________________________________________________________

What conference will you be attending and where? _________________________________

__________________________________________________________________________________________

Date of conference_______________

Are you traveling with a group? Yes ☐ No ☐ (If yes, please list other group members.)

_______________________________________________________________________________________

Regulations:
1. The travel fund is first come, first serve, with the exception of the travel reimbursement for our OSR representatives.
2. Application must be turned in by the Student Researchers or OSR representative to the Student Affairs Specialist on their respective campus and the Student Council Treasurer.
3. Students attending instate conferences will be reimbursed via their mileage at a rate set by the University.
4. $100 per student is the limit that can be allocated for registration fees for conferences.
5. Airfare will be reimbursed up to $250.
6. Hoteling will be reimbursed up to $150.
7. In total, Travel Reimbursement and Registration Fees can be collected up to $250 per trip for individuals attending conferences.
8. In order to receive reimbursement, you must turn in the application 30 days in advance before your conference date.
9. You will need to turn in any preliminarily received receipts ASAP. (These may include, but may not be limited to, conference, hotel, or airline reservations.)
10. Reimbursement is eligible for matching by the Provost Office. (You must complete the University Student Travel Fund Request 30-days prior to travel and submit to the Student Affairs Specialist.)
11. You will be REIMBURSED following the event.
12. Receipts must be turned into Wendy Gaskin or Sabina Badalova no later than 2 weeks after returning from your trip.
13. A student may only utilize funds once per academic year for travel, with the exceptions of the OSRs.

Student(s) will be notified by the Student Council Treasurer of their approval or rejection. If approved, the amount allotted by Student Council will be notified to the student(s) prior to their departure.

Failure to turn in your application in a timely manner, or failure to turn in receipts within 2 weeks of your return, can result in a loss of reimbursement. This action will be left up to the discretion of the Student Council Treasurer.

Do you understand the regulations included in this application? Yes ☐ No ☐

Do you agree to abide by the regulations in this application? Yes ☐ No ☐

_____________________________________________________________ ______________________________
Signature

Date