



ROCKY VISTA UNIVERSITY

STUDENT TRAVEL POLICY

Students who wish to present their scholarly work at an extramural meeting may request travel funds from the Research and Scholarly Activity Committee (RSAC). RSAC will support reasonable travel expenses for students attending an extramural meeting to present their scholarly work as a representative of Rocky Vista University. RSAC will provide funds for support in an amount not to exceed \$750 per student per calendar year, but RSAC does not guarantee funding to each applicant and will make decisions on a case by case basis. A copy of the accepted abstract and verification of acceptance must accompany the request for funding. RSAC reserves the right to refuse funding to multiple students presenting the same abstract. Travel expenses will not be covered for students attending meetings where the primary purpose is continuing medical education.

Students are expected to use the most economical travel arrangement possible.

- 1) No mileage reimbursement will be given for conferences within 75 miles of Parker.
- 2) No mileage reimbursement will be given if the cost of flying is less than the reimbursable rate of driving. Mileage is reimbursed according to the current RVU policy only to the student whose car is being driven.
- 3) Airline flights are acceptable for distances that are in excess of three hours driving time.
- 4) As a budget saving measure, students traveling to the same meeting may share a hotel room to reduce expenses. All names must be listed on the reimbursement worksheet if sharing room expenses.
- 5) No reimbursement will be provided for families accompanying the student.
- 6) Meals will be reimbursed only with receipts, up to the per diem rate according to current RVU policy. No alcohol expenses will be reimbursed.

Students who prepare and present posters will submit their poster for display in the hallway on the second floor following the meeting.

Travel Request Procedure:

- 1) To request travel funds, students must complete the Request for Support to Attend a Professional Meeting form and attach (1) the accepted abstract and (2) verification of acceptance for presentation.
- 2) Submit all documentation to tmcnair@rvu.edu at least 30 days prior to travel.
- 3) Students will receive acknowledgement/approval of their travel request within 72 hours.

Payment/Reimbursement Procedure:

- 1) Students must comply with all RVU policies regarding student travel.
- 2) Upon return from travel: prepare expense reimbursement form and attach itemized receipts for all costs incurred, including meals; **submit to tmcnair@rvu.edu within 1 week of return.**