

NEOMED ACADEMIC POLICY	Policy No: 3349-AC-
ACADEMIC POLICY TITLE: Biomedical Sciences (BMS) Graduate Student Travel Policy	EFFECTIVE DATE: November 2016
RESPONSIBLE DEPARTMENT: College of Graduate Studies, Biomedical Sciences Graduate Program Committee	Approval Authority: BMS Graduate Program Committee Responsible Office: COGS

(A) PURPOSE

To establish a policy through which the College of Graduate Studies and the Biomedical Sciences (BMS) Graduate Program 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 the BMS Graduate Program at NEOMED who have matriculated into the doctoral program and are the first author of his/her research to be presented at conferences and meetings.

(C) DEFINITIONS

(D) POLICY STATEMENT

- (1) Each graduate student enrolled in the BMS Graduate Program who has matriculated into the doctoral program at NEOMED is eligible to receive travel reimbursement when they are the first presenter of their research at a conference or meeting of a scientific organization.
- (2) Students are eligible to receive a maximum of \$1,500.00 for travel each fiscal year, July 1 through June 30 - \$500.00 from the College of Graduate Studies and up to \$1,000.00 from the Biomedical Sciences Graduate Program at NEOMED.
- (3) Students will submit an abstract of their research to be presented to the College of Graduate Studies office prior to attending the conference/meeting.
- (4) Students will submit receipts for the following items as applicable to the College of Graduate Studies office to receive reimbursement upon their return:
 - (a) Meals or a copy of the program from the conference/meeting indicating no meals were provided to receive per diem meal reimbursements.
 - (b) Flight itinerary

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- (c) Personal car mileage
 - (d) Lodging
 - (e) Parking, taxi, tolls, rental car
 - (f) Registration fees
- (5) The College of Graduate Studies office will prepare expense forms for student travel reimbursement through the college and the BMS graduate program.

REFERENCES

FORMS

CROSS-REFERENCE

REVISION HISTORY

February 21, 2018

RULE PROMULGATED UNDER

LEGAL