

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>Research Student Travel Funding</b>	<b>SOP #: RSP.003.04</b>
Effective Date	12/13/17
Last Revision/Review	9/19/2025

### 1. Purpose

The purpose of this Standard Operating Procedure (SOP) is to define the Research Student Travel Funding Program at Burrell College of Osteopathic Medicine, applicable to both the Las Cruces (NM) and Melbourne (FL) campuses. This program is designed to support student travel to professional conferences and meetings where they are serving as presenting authors, thereby promoting academic engagement, scholarly contribution, and professional development.

### 2. Related Policy/Authority

### 3. Faculty/Staff Responsibilities

Assistant Dean for Research  
Director of ORSP Administration  
Office of Research Staff

### 4. Definitions/Abbreviations

Burrell College – Burrell College of Osteopathic Medicine  
ORSP – Office of Research and Sponsored Programs  
SGA – Student Government Association

### 5. Procedural Steps

1. **Eligibility-** To be eligible for funding through the Research Student Travel Funding Program, students must meet the following criteria:
  - a. Must be enrolled at Burrell College at the time of travel. Summer travel is permissible if the student is returning for the next academic year.
  - b. Must be in good academic standing.
  - c. Research must be conducted under the supervision of a Burrell College faculty member, preceptor or approved external mentor.
  - d. Must be a presenting author at the conference.
  - e. Must have an approved **Intent to Submit an Abstract or Conference Paper** form on file with ORSP.  
Must have an approved **Excused Absence** from Student Affairs or Clinical Education covering the full duration of travel.
2. **Funding Limits**
  - a. Students may be reimbursed for up to \$1,500 per academic year.
  - b. Once the \$1,500 funding limit for the academic year is reached, the student becomes ineligible for additional funding and may not utilize another student's award.

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

### **3. Application Process**

- a. Travel funding requests must be submitted **30 days prior to travel**. Reimbursement for past travel will not be considered.
- b. Each student must complete and submit their own individual application. Joint applications will not be accepted.
- c. The application form can be found on the Burrell Student Research website and must be submitted electronically to [studentresearch@burrell.edu](mailto:studentresearch@burrell.edu) along with the following documents;
  - i. Approved [Intent to Submit an Abstract or Conference Paper Form](#).
  - ii. Approved Excused Absence – either the fully executed form or an approval email from Student Affairs or Clinical Education.
  - iii. Conference acceptance letter/email confirming you are presenting.
- d. Incomplete applications will not be considered.

### **4. International Student Travel Application Process**

- a. Students must contact ORSP via [studentresearch@burrell.edu](mailto:studentresearch@burrell.edu) to obtain application documents and instructions.
- b. International travel applications are reviewed on a case-by-case basis by the President's Office and require additional documentation.
- c. Applications must be submitted at least **6 months in advance** to be considered.

### **5. Allowable Expenses and Reimbursement**

- a. Eligible expenses include meeting registration, meals, lodging, transportation (e.g., airfare, car rental), and incidentals (e.g., Uber, taxi, shuttle).
- b. Reimbursement is based on GSA Per Diem rates for the destination. Final reimbursement is based on actual receipts. Reference rates: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- c. Funding must comply with Burrell College Finance Office Travel Policies (<https://burrell.edu/about-bcom/governance/institutional-policies/>).
- d. Reimbursement is processed after the conference. Students must submit itemized receipts **within 7 days** of the conference end date to [studentresearch@burrell.edu](mailto:studentresearch@burrell.edu).
- e. If a student receives travel funding from **Student Affairs** or the **Student Government Association (SGA)**, those funds will be applied first. ORSP will only reimburse remaining allowable expenses after Student Affairs and SGA funds have been utilized.

### **6. Review and Approval**

- a. Applications will be reviewed by the ORSP Assistant Dean for Research and the Director of ORSP Administration.
- b. Approval notifications will be sent within two weeks of receiving a complete application. Funding is subject to availability.

### **6. Reports/Charts/Forms/Attachments/Cross References**

Student Travel Funding and Forms:

<https://burrell.edu/research/medical-student-research/research-opportunities/student-travel-funding/>

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

### **7. Maintenance**

Reviewed and updated annually by Burrell Office of Research and Sponsored Programs

### **8. Signature**

Signature on File

9/19/2025

Assistant Dean for Research

Date

### **9. Distribution List**

Burrell College Faculty, Staff, and Students

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
		Numbering Change from MSR.001.00 to RSP.003.00 (no content change)		9/3/2019
11/30/2021		Removed reference to BCOM and replaced with Burrell College		12.6.2021
11/30/2021	2	Application Process: Removed application deadlines as process is being managed on an ongoing submission process.		12.6.2021
11/30/2021	4	Updated review process to include communication to Student Affairs.		12.6.2021
4/4/2023	5	Add information about travel form		5/3/2023
7/15/2024	6	Revision of procedures and including Florida location.		7/23/2024
9/19/2025	All	Updated due dates for application and receipts for reimbursement, updated email application submission, made clarification of travel funding provided by SGA and Student Affairs, clarified allowable expenses, updated review and approval		10/3/2025