

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Medical Student Travel Funding	SOP #: RSP.003.02
Effective Date	12/13/17
Last Revision/Review	12/13/17, Reviewed 8/28/19, Revised 11/29/2021, Revised 04/04/2023, Revised 07/15/2025

1. Purpose

Defines the Medical Student Travel Funding program for Burrell College of Osteopathic Medicine at the Las Cruces and Florida locations, supporting student travel to professional meetings as a presenting author.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

Assistant Dean for Research

Student Research Director

Office of Research Staff

4. Definitions/Abbreviations

5. Procedural Steps

1. Eligibility – Students must meet the following criteria to be eligible for funding through this program:
 - a. Student must be enrolled in Burrell College at the time of travel. Summer travel is permissible as long as the student is returning to Burrell College for the next year of study.
 - b. Student must be in good academic standing.
 - c. The research must have been conducted under the supervision of a Burrell College faculty member or preceptor. Typically, the Burrell College faculty member will be a co-author or sponsor on the research being presented.
 - d. The recipient of the travel funds must be a presenting author at the conference.
 - e.
2. A student may be reimbursed up to \$1,500 per academic year. If a student reaches the maximum reimbursement of \$1,500 in an academic year, they are no longer eligible for funding and cannot share travel funding awarded to another student. Domestic or Local Student Travel Application Process:
 - a. Student travel funding requests must be submitted in advance. Requests for reimbursement of travel that has already occurred will not be considered.
 - b. Currently enrolled Burrell College Medical Students meeting all eligibility criteria may apply for funding to support travel to professional conferences where they are

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presenting research conducted at Burrell College in collaboration with Burrell College faculty or preceptor.

- c. In order to be considered for funding, the applicant must first submit an “Intent to Submit an Abstract or Conference Paper” to the Office of Research and receive approval.
 - d. After the “Intent to Submit and Abstract or Conference Paper” approval is received, the applicant must submit a completed “Request for Student Travel Funding”, including the required associated materials to the Office of Research and Sponsored Programs (ORSP). Applications must be filled out individually and submitted 30 prior to travel date. No joint applications will be considered. .
 - e. Applications must be signed by both the faculty mentor and the student, then submitted electronically to ORSP via email studentresearch@burrell.edu. Applications must be accompanied with a:
 - i. Approved [Intent to Submit an Abstract or Conference Paper Form](#).
 - ii. Copy of the Abstract or Creative Work that is presented at the meeting.
 - iii. Fully executed Excused Absence Request Form/ email from Student Affairs.
 - iv. Receipt of submission to the conference. (Proof of conference participation will need to be shown upon the time of reimbursement.)
 - f. Incomplete applications will not be considered for funding.
3. International Student Travel Application Process:
The student will contact ORSP via email studentresearch@burrell.edu for application documents and instructions on how to apply for international student travel funding. Applications that involve international student travel will be considered on a case-by-case basis by the President’s Office and require additional forms and documentation. Applications for International Student Travel must be submitted at least 6 months in advance to be considered.
4. Allowable Expenses and Reimbursement:
- a. Allowable Expenses for the Student Travel Awards including meeting registration, meals, room expenses, transportation (e.g., airfare or rental car) and incidentals related to travel (e.g., Uber, taxi, shuttles, etc.).
 - b. Reimbursement will be based on GSA Per Diem rates for the destination. Per Diem rates are for reference only. Final reimbursements will be based off expense receipts. Per Diem Rates can be found online at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>..
 - c. Funding must be used in accordance with Burrell College Finance Office Policies (<https://burrell.edu/about-bcom/governance/institutional-policies/>).
 - d. Expenses will be reimbursed upon return from the conference. Students are required to turn in itemized expense receipts within 30 days of the conference end date for reimbursement. Up to \$1,500 per student will be reimbursed.
5. Review of Applications and Approval:
- a. The review of submitted applications will be conducted by the ORSP Assistant Dean for Research and the Director of Student Research.
 - b. ORSP will send out award notices within two weeks of successful receipt of a complete Student Research Travel request. The number of requests funded is subject to availability of funds.

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

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Student Travel Funding and Forms:

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

7. Maintenance

Developed by Cynthia Peraza, MBA, Sponsored Projects and Research Compliance Specialist

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Thomas Eiting, Ph.D., Director of Student Research

Reviewed annually by Burrell Office of Research and Sponsored Programs

8. Signature

Signature on File

7/23/2024

Assistant Dean for Research

Date

9. Distribution List

BCOM 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 handled 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 to include Florida location.		7/23/2024