

School of Medicine

Operating Policy and Procedure

# SOM OP:

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# PURPOSE:

**REVIEW:**

10.03.B, **Student Travel Regulations**

The purpose of this School of Medicine Policy and Procedure is to establish guidelines for TTUHSC SOM Student Travel and usage of a corporate TTUHSC SOM Student Travel Card.

This Policy and Procedure shall be reviewed within each even-numbered fiscal year by the Executive Associate Dean for Administration.

# POLICY/PROCEDURE:

1. **General.** The SOM encourages field experiences and opportunities for students to travel for academic, scholarly, engagement and outreach activities to enhance the student learning experience. Activities and events covered by this policy include academically related travel, such as meetings and conferences of academic organizations where a student is attending/participating due to their affiliation with the University, etc.

This policy and procedure is intended to establish guidelines for medical student travel (required and voluntary), and provide requirements for the official use of the corporate issued TTUHSC SOM Student Travel Card. Required and voluntary travel must be approved by the appropriate SOM office, department and/or sponsoring faculty member before being submitted to the SOM Office of the Dean for processing. The SOM Office of the Dean will assist medical students with travel arrangements as outlined below under Allowable Charges, and process reimbursement for out-of-pocket travel costs incurred by the student and approved by the SOM. This policy does not apply to travel undertaken by students to a clinical site, student teaching or internships with non-university entities. If students are also employees of the HSC, then the purpose of the trip will determine if the individual should follow reimbursement guidelines set for employees or for students.

1. **Management.** The SOM Office of the Dean will utilize the most cost effective methods of travel to manage and process charges related to the TTUHSC SOM Student Travel Card as well as arrange and process reimbursement of approved out-of-pocket costs for medical students. The SOM Administration Office will be responsible for a quarterly audit and reconciliation of the TTUHSC SOM Student Travel Card to ensure transactions are cost effective and comply with all TTUHSC operating policies including this OP.
2. **Allowable Charges on the TTUHSC SOM Student Travel Card.** Medical student travel related to academic requirements, conferences/conventions, and other SOM approved events will be coordinated and arranged by the SOM Office of the Dean. The medical student must complete an application and coordinate travel with the Office of the Dean at least four weeks prior to travel and before making any financial commitments or registrations. Reimbursement for out-of-pocket expenses (see section 5) will be processed following the travel guidelines. No exceptions will be made to the following allowable items charged to the TTUHSC SOM Student Travel Card:
	1. Round Trip Airfare (only flights originating from Amarillo, Lubbock, and the Permian Basin)
	2. Hotel Accommodations
		1. When appropriate, if more than one student is traveling to the same campus, conference, etc., at the same time, hotel rooms will be shared by at least two people.
3. **Payment of the TTUHSC SOM Student Travel Card.** Payment of charges utilizing the TTUHSC SOM Student Travel Card will be processed by the SOM Office of the Dean using the appropriate SOM office and/or departmental FOP when the medical student travel is authorized. Reconciliation of charges will take place both weekly and monthly by the SOM Office of the Dean.
4. **Reimbursement for Out of Pockets Expenses.** Travel reimbursement guidelines established by the Texas Comptroller of Public Accounts (see [Textravel](https://fmx.cpa.state.tx.us/fmx/travel/textravel/index.php)) and [HSC OP 79.06, Reimbursement of Travel Expenses](http://www.ttuhsc.edu/administration/documents/ops/op79/op7906.pdf), will be used for all medical student travel. Reimbursement for travel funded through a contractual agreement, a grant (to include NIH funding), or a gift are reimbursed at local rates unless otherwise specified in the provisions of the contract, grant, or gift.
	1. Allowed reimbursements:
		* + Airfare: Coach class ticket pricing only
			+ Meals: up to $40 daily
			+ Lodging: up to $85 nightly per individual
			+ Car Rental: Economy class rental (if more than one student is traveling, students (up to 5) will share one rental car.
	2. No reimbursement will be provided if a medical student uses personal airfare miles or hotel points, ride sharing credits, etc.
	3. Regardless of the purpose of travel, proposals for student travel must receive the written approval of the sponsoring department or faculty member as well as the Fund Manager prior to submission to the SOM Dean’s Office for reimbursement processing.
	4. Upon completion of travel, all itemized receipts are required to be turned in to the SOM Dean’s Office within one week of trip return. The student will not be reimbursed for any expenses for which itemized receipts are missing. Reimbursement of alcohol is not allowed.
5. **Foreign Travel.** Foreign travel is permitted if fully funded by an extramural or non- university source in accordance with [HSC OP 79.04, Foreign Travel](http://www.ttuhsc.edu/administration/documents/ops/op79/op7904.pdf). (Exceptions may be granted by the Dean on a case-by-case basis.) No foreign travel is allowed on state or MPIP funds. Canada and Mexico are not considered to be foreign travel destinations. A memorandum requesting approval ([SOM OP 10.03.A, Foreign Travel Approval Memo](https://www.ttuhsc.edu/medicine/documents/policies/SOMOP10.03.A.docx) must be forwarded through the Regional Dean (if applicable), to the Dean, and then to the President for approval prior to making trip arrangements.

Attachments:

[Student Travel Request Form](file:///C%3A%5CUsers%5Ctimotmil%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C74DLW3Q1%5CProposed%20SOM%20Student%20Travel%20Form.docx)