

Whiddon College of Medicine
Office of Student Affairs
Travel Funding Request—Standard Operating Procedure

As of Wednesday, February 19, 2025, and moving forward, the Whiddon COM's Office of Student Affairs will only process travel funds on Tuesdays and Thursdays. This includes all aspects of the travel funds process, from submitting the travel fund request and the estimated travel cost to processing the reimbursement.

In order to be excused from the learning environment, each student who has research accepted for presentation at a conference must complete the online Google Whiddon COM Request to be Absent form, attaching the acceptance information to the form. This request should be made *within one week* of receiving the acceptance to present. The requested absence must be approved *before* beginning discussions regarding potential funding. As soon as the absence has been excused, the student should immediately reach out to Ms. Connie Land regarding the next steps in the process. When corresponding with Ms. Land, each student should include the estimated travel expenses (see below). Even if the student will not be missing mandatory activities, submitting the request to be absent form starts the travel funding approval process. If time off is not required, it should be noted on the Excused Absence Google request form.

Travel funding requests should be emailed to Connie Land (cland@southalabama.edu) and Gracie Overstreet (gracieoverstreet@southalabama.edu).

To prepare an estimated budget for travel expenses, please make sure to include *all* of the following:

- Conference Registration
- Planned travel dates - ***Please note if any personal travel days are included
- Travel transportation – either flight cost or mileage
 - if driving personal vehicle (mileage from Mobile to destination and to return from destination back to Mobile). Whether you choose to fly or drive, the University will only reimburse for whichever cost is the lesser of the two, if the drive is 10 hours or longer.)
 - if flying - baggage fees if checking luggage
 - if flying - taxi/shuttle to hotel from airport and from hotel to the airport (the University does not cover personal mileage, Ubers, taxis, etc., to meals, or any sights, etc... not pertaining to the conference)
 - if flying - parking at the airport if any
- Hotel cost for overnight stay
 - if driving personal vehicle - parking at the hotel if any
- Meals - I will calculate at the new rates used by the University

- Cost of presentation materials production (i.e., poster printing, conference technology fee, etc...)

Once the student has completed the estimated budget, the student can email, call, or schedule a time to stop by to review the estimated budget with Ms. Land. Please adhere to scheduling these times only on Tuesday and Thursday of each week. Once the estimated budget is ready, it will be reviewed within the Whiddon COM Student Affairs to assess the level of funding that can be provided.

Important points to remember:

1. Within one week of notification of acceptance, submit the Google request form to be absent, attaching documentation of the acceptance (please note that the student's name must appear in the acceptance email, or the submitted abstract bearing the student's name must be attached).
2. Once the absence has been excused, immediately email Ms. Land the necessary documentation requested as noted above.
3. If additional funding from other sources for this conference is available (e.g., SGA), please inform Ms. Land.
4. Receipts for reimbursement must be submitted to Ms. Land *within thirty (30) calendar days* of the meeting date. Receipts presented for a meeting for which prior approval was not processed will not be considered for reimbursement.