
POLICY TITLE: STUDENT SCHOLAR AND RESEARCHER TRAVEL POLICY**Date of Initial Approval:** 6/12/2018**Date Revised:** 1/18/2024**Category:** 4.0 Students & Student Affairs**Responsible Department:** Research and Scholarly Activity

PURPOSE & SCOPE

To contribute to healthcare research, aid in scholarship and dissemination, and help Rocky Vista University (RVU) students match into residency or pursue their chosen career path, RVU will support student travel to present scholarly work at extramural meetings and conferences.

POLICY STATEMENT & POLICY

- a. This policy contains information about the limitations in funding to support student travel to present their research and scholarly activity. Additionally, it outlines what can be included in reimbursement requests for student travel to present at extramural meetings and/or conferences. The procedure for requesting reimbursement is included in Appendix 1.
- b. Research and Scholarly Activity (RSA) will support reasonable travel expenses to the extent allocated. Research Department budgets permit for students attending an extramural meeting to present their scholarly work as a representative of RVU. All travel must be preapproved by RSA. Student absences must be approved by their academic programs. RSA will provide up to \$500 per poster presentation project or \$1,000 per oral presentation project with each student not receiving more than \$1,000 per calendar year. RSA does not guarantee funding to each applicant and will make decisions on a case-by-case basis. A copy of the accepted abstract, verification of acceptance, and a submitted RSA attestation (from iNet) must accompany the request for funding. RSA reserves the right to refuse funding to multiple students presenting the same abstract or to students who are not first author of the scholarly work. Travel expenses will not be covered for students attending meetings at which the primary purpose is education or networking, and no presentation of original scholarly activity is made. Students are expected to use the most economical travel arrangement possible.
 - 1) No mileage reimbursement will be provided for conferences within 75 miles of the student's primary campus location.
 - 2) No mileage reimbursement will be provided if the cost of flying is less than the reimbursable rate of driving. Mileage is reimbursed according to the current Non-Employee Expense Reimbursement Form found on the INet under Student Forms and only to the student whose car is being driven.
 - 3) Airline flights are acceptable for distances that are in excess of three hours driving time. The lowest, basic airfare should be selected.
 - 4) As a budget saving measure, students traveling to the same meeting may share a hotel room to reduce expenses. All names must be listed on the reimbursement worksheet if sharing room expenses.
 - 5) No reimbursement will be provided for families accompanying the student.
 - 6) Meals will be reimbursed only with receipts, up to 125% of the federal per diem rate for the travel destination according to preapproved amount by the Vice Provost of Research and Scholarly Activity. No alcohol expenses will be reimbursed. (see Appendix 2 about per diem rate)
 - 7) Reimbursement for conference registration and printing may also be requested.
- c. Students who prepare and present posters can submit their poster for display in the hallways at the student's primary campus according to the campus specific policy for displaying items. See the "Posting of Flyers, Posters, and Other Display Materials Policy" in DynamicPolicy at: https://policies.rvu.edu/read_policy.php?doc_id=8560001

ROLES & RESPONSIBILITIES

Vice Provost of Research and Scholarly Activity	Will review and make approval decisions regarding student requests for research and scholarly travel funding. Will approve all reimbursement requests that comply with approved requests.
DCPE, Clinical Ed. Coordinators, Program Directors	Will approve any absences for scholarly travel.

PROCEDURES

APPENDIX 1 – TRAVEL REQUEST AND PAYMENT/REIMBURSEMENT PROCEDURE

APPENDIX 2 – EXPLANATION OF PER DIEM RATE

POLICY REVISION HISTORY

- 10/18/2023 Updated policy and procedures to reflect the establishment of a specific student research and scholarly activity travel fund.
- 01/18/2024 Reviewed and revised by RVU Leadership Council.

Appendix 1

Travel Request and Payment/Reimbursement Procedure

- 1) Complete the RVU Student Travel Authorization and Security Screening Form on iNet at: <https://inet.rvu.edu/home/forms-2/rvu-travel-security-screening-information-form-for-students/>
- 2) Request preapproval for travel from the Vice Provost for Research and Scholarly Activity via email.
- 3) Request preapproval for absences from your academic program.
- 4) To request travel reimbursement, students must complete the Student Research Travel Funding Request form on iNet at: <https://inet.rvu.edu/home/forms-2/student-travel-funding-request/> and attach:
 - a. the accepted abstract,
 - b. verification of acceptance for presentation,
 - c. travel receipts, and
 - d. the RSA attestation for publication/presentation.
- 5) Students will receive acknowledgment/approval of their travel request within 72 hours.
- 6) If there is any concern about whether the student has reached their allotted travel amount, the student should contact the Vice Provost of Research and Scholarly Activity at least 30 days prior to travel.

Appendix 2

RVU allows meals to be reimbursed (with receipts) up to 125% of the federal per diem rate for the travel destination according to preapproved amount by the Vice Provost of Research and Scholarly Activity.

The Student Scholar and Research Per Diem Worksheet (link) must be completed using the per diem rates from the GSA website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Attach the worksheet and print-screen showing the per diem rate from the GSA website to the Student Research Travel Funding Request Form when submitting for reimbursement.

No alcohol expenses will be reimbursed.