

# **INSTRUCTIONS – OMSR TRAVEL AND REIMBURSEMENT**

## **FORM**

**Please review these guidelines before submitting your form:**

1. Before you travel, you must get permission to attend the conference from the following areas:
  - a. Course director/rotation director – You must get permission to miss the class or rotation that you are on during the conference. Do not assume you are allowed to attend as it is ultimately up to the course/rotation director. Please note, you are only given permission to attend a conference if you are presenting your research, with permission typically limited to the day(s) you are supposed to present your work at the conference and reasonable travel time, unless otherwise agreed to by your course/rotation director.
  - b. Department/Faculty Member – You must get approval from the faculty member that you did the research work with to attend the conference. The department/faculty member must also provide a minimum of \$350 for you to qualify for Office of Medical Student Research (OMSR) funding. If the faculty member does not have funds, they need to request the funds from the department chair/department administrator.
2. Once you have completed the form (all signatures and fields except for OMSR Funding IO), submit to OMSR ([medstudentresearch@jhmi.edu](mailto:medstudentresearch@jhmi.edu)). OMSR will confirm with the Office of Medical Student Affairs that you are in good academic standing. Students must be in good academic standing in order for final approval to attend the conference.
3. Once you receive final approval from OMSR, you are permitted to attend the conference. When you return from the conference, the signed/completed conference travel and reimbursement form as well as all necessary documentation (i.e. hotel folio, receipts, etc.) must be submitted to OMSR ([medstudentresearch@jhmi.edu](mailto:medstudentresearch@jhmi.edu)) for reimbursement. Please keep in mind reimbursements can take up to 4-6 weeks and that any expenses over 90 days will be rejected per University policy.
4. OMSR will provide funding for a medical student to attend one domestic conference per year under the Brantigan endowment. The Sellards fund can be used one time during medical school for either domestic or international travel (qualifying locations - \$350 for domestic and \$750 for international). Students may not receive OMSR funding for more than one conference per fiscal year (July-June).
5. If you are on payroll, you must submit your travel reimbursement through the Concur Travel Portal - <https://ssc.jhmi.edu/travel/index.html>. However, you still need to complete the travel reimbursement form and send it to OMSR.

**Johns Hopkins School of Medicine**  
**Office of Medical Student Research - Conference Travel and Reimbursement Form**  
**Return to: AMEB 236 or [MedStudentResearch@jhmi.edu](mailto:MedStudentResearch@jhmi.edu)**

*Version December 2022*

<b>GENERAL INFORMATION</b>	
<i>Note: This information is required in order for your reimbursement to be processed.</i>	
DATE	
STUDENT NAME	
PHONE NUMBER	
EMAIL	
ADDRESS	
<i>Note: Where you want the check to be mailed.</i>	
<b>CONFERENCE INFORMATION</b>	
<i>Note: This information is required in order for your reimbursement to be processed.</i>	
DATE(S) OF CONFERENCE	
CONFERENCE NAME	
CONFERENCE LOCATION	
<b>REIMBURSEMENT INFORMATION</b>	
<i>Note: This information is required in order for your reimbursement to be processed.</i>	
REIMBURSEMENT AMOUNT	
<i>Note: Please include the registration fee, airfare, meal receipts, and any other expenses from your trip.</i>	
DEPARTMENT FUNDING IO	
<i>Note: You must provide the budget number from the department/faculty member. The Office of Medical Student Research will process the entire reimbursement.</i>	
FUNDS FROM THE DEPARTMENT	
<i>Note: Please list the amount the department plans to provide for the conference.</i>	
OMSR FUNDING IO	
<i>Note: This will be provided by the OMSR.</i>	
OMSR FUNDING AMOUNT	

DEPARTMENT/FACULTY MEMBER APPROVAL SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

*Note: By signing this, the department/faculty member guarantees funding for this conference.*

COURSE DIRECTOR/ROTATION DIRECTOR APPROVAL SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

*Note: By signing this, the course r/rotation director gives permission to miss the course/rotation during the time of this conference, typically for only the date(s) of presentation and reasonable travel time unless otherwise agreed to by the course director.*

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For internal use only:

Student confirmed to be in good academic standing by OMSA