



UNIVERSITY OF ILLINOIS COLLEGE OF MEDICINE AT PEORIA STUDENT TRAVEL RESOURCES

Student Travel Resources

As an adjunct to medical education, students may travel to participate in away rotations, to attend educational or leadership conferences, interview for residency positions, or make presentations at scientific meetings. ***Permission to be away from academic requirements for conferences or meetings is not given automatically.*** Students should follow policy to obtain excused absences BEFORE committing to travel. While the cost of such participation is generally the student's responsibility, resources exist to help defray expenses. Students may apply for and receive funds from multiple sources to cover costs of eligible travel. Each source has different rules, guidelines, and deadlines, so plan ahead, follow the directions, and turn things in on time!

Students are advised to consult with a Financial Aid counselor regarding any questions about how a travel grant or scholarship will affect a student's financial aid package. Some funding is reported as resources when figuring need for aid. Financial Aid Office contact information is posted at http://www.medicine.uic.edu/finaid/contact_us/

In addition to the resources described below, numerous other grants and scholarships exist external to the college of medicine, available through individual departments or research grants, available through national organizations, offered in connection with specific conferences or activities, and available through private loans. Students are urged to be diligent and creative in working with their mentors to seek support for educational travel. For instance, a simple online search for "funding for medical student travel" will produce many options and ideas.

Budget Advisory Committee (BAC): The UICOMP BAC accepts applications for travel funding year-round for student participation in activities that benefit the college and university. Grants typically range from \$250 to \$1000, depending upon costs, available funds, and whether the student is making a presentation. University travel rules are strict, so students should apply well in advance to allow ample time for planning. Payment is generally by reimbursement of expenses upon timely presentation of bona fide receipts in accordance with State of Illinois travel policies. If a student receives funding from multiple sources, the student will be expected to utilize those sources first and present any remaining eligible expenses for BAC reimbursement. Not eligible for BAC funding: travel to away rotations, or to interview for residency positions, expenses related to production of presentation materials such as posters or slide shows. The BAC Student Travel Financial Support Application Form appears on the final two pages of this document.

Robert A. Flinn, MD, Educational Enhancement Award: The Peoria Medical Alumni Council accepts applications throughout the year for funding to support UICOMP students' attendance at educational programs, conferences and certain educational/mission travel. Awards typically range from \$250 to \$1,000, depending on the event and level of student participation. Find criteria and application forms at <http://go.uic.edu/pmac>. For more information, call 309-671-8404.

Health Professions Student Council: UIC's HPSC, which is based in Chicago, offers monetary grants to UIC health professions students who actively participate at conferences or meetings of nationally or internationally recognized societies or who engage in contributory work including assisting in underserved areas or participating in away rotations. Grants are offered quarterly and are usually paid on a reimbursement basis. Application forms and guidelines are available online at HPSC's website: <http://hpsc.org.uic.edu/>

Social Events Committee Scholarship: The Social Events Committee's scholarship provides support for M4 students in the University of Illinois College of Medicine at Peoria for away rotation/study programs to medically underserved areas of the United States or abroad. One or more scholarships of up to \$1000 each *may* be given annually, depending upon the availability of funds. Scholarships are transferred to the student's university account AFTER the completion of travel. Applications are made available in late summer/early fall, with a typical due date of October 1. For information, contact Peoria Student Affairs at 309-671-8410 or 309-495-8161.



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Bertram Richardson Scholarship: The Richardson Scholarship is a college-wide resource that helps students defray costs of travel for international for-credit rotations during the senior year. Grants are typically \$600 to \$800 and are transferred to the student's university account AFTER the completion of travel. The rotation must be of at least four weeks' duration. Applications are made available each fall through direct announcements to students in the M4 class. The deadline is usually between November 1 and January 15. Although applications are processed through UICOM's main office in Chicago, questions may be directed to Peoria Student Affairs at 309-671-8410

Budget Increases for Residency Applications: Financial Aid recipients can apply for budget (loan) increases of up to \$3000 during their M4 year to help cover the costs of interviewing for residency positions. For more information, visit COM Financial Aid Office website <http://www.medicine.uic.edu/finaid> or call Financial Aid at 312-413-0127.

CONTINUE SCROLLING DOWN FOR THE BUDGET ADVISORY COMMITTEE (BAC) APPLICATION FORM

Instructions: Submit completed form – *the final two pages of this document only* - to Student Affairs Office a MINIMUM of 4 weeks in advance of travel. **NOTE WELL:** Advance purchases or reservations should not be made independently by the student without prior approval from Student Affairs. ***Travel arrangements that do not conform to state and university policies will not be reimbursed.*** If travel is cancelled or you do not need the funds, notify Student Affairs immediately so that funds can be released. Call 309-671-8411 with questions.



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University of Illinois College of Medicine at Peoria Student Affairs/Budget Advisory Committee
Student Travel Financial Support Application

Name: _____ Date: _____

UIN _____ EMAIL _____

Date(s) of TRAVEL _____

Location (city & state) _____

Title of Meeting or Event _____

Purpose of Travel _____

If presenting a poster, paper, workshop, etc., provide FULL TITLE and names of co-presenters: _____

NOTICE: Travel Must Benefit the College and /or University, and not just the individual student. Include a Justification on the next page.

Anticipated Expenses: Estimate all expenses associated with your travel, including airfare, hotel, registration fees, meals, etc.

Table with 3 columns: Description of Expense, Date(s), Amount. Includes a row for TOTAL Anticipated Expenses.

Anticipated Additional Funding: List all other anticipated sources of income (outside BAC) for the travel described above. Indicate whether the amounts have been requested or have been approved.

Table with 4 columns: Source of Funding, Requested, Approved, Amount. Includes a row for TOTAL Funding Anticipated from Other Sources.

Permission to Attend: The signature of the appropriate clerkship/elective director (M3 & M4) or Assistant Dean for Preclinical Instruction (M2) is required to confirm that your absence to travel has been approved. Faculty Signature, Name/Title, Date.



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JUSTIFICATION : In the space below, provide an explanation of how this travel primarily benefits UIC and/or the COM and not the individual student. Such benefit could include representing the university at a conference as a delegate, presenter, or leader; gathering of knowledge or information to be applied to student or college programs; participation in student organizational meetings; participation in UIC or COM committee activities, events or meetings; and certain research and service work. Travel for activities for which the student receives academic credit or for which the primary purpose is to interview for residency positions is strictly excluded.

Instructions: Submit completed form to Student Affairs Office a MINIMUM of 4 weeks in advance of travel. NOTE WELL: Advance purchases or reservations should not be made independently by the student without prior approval from Student Affairs. *Travel arrangements that do not conform to state and university policies will not be reimbursed.* If travel is cancelled or you do not need the funds, notify Student Affairs immediately so that funds can be released. Call 309-671-8411 with questions.

AMOUNT APPROVED _____	Date _____
Funding Source _____	
STUDENT AFFAIRS SIGNATURE: _____	
COMMENTS:	