

## Medical Family Therapy Program - Graduate Student Travel Policy and Reminders

### Required Documentation:

- 1) Original receipts for all itemized expenses – meals, lodging, transportation (public, shuttles, taxi), etc.
- 2) Original receipts for Conference Fees.
- 3) Original receipt and Boarding Passes for Airfare
- 4) Conference program cover
- 5) Conference program page with your name listed (if applicable)
- 6) Abstract (if applicable)

### When You Return - :

- 1) The “GSA Conference Award Application Instructions and Checklist” are on the GSA google site – <https://sites.google.com/a/slu.edu/graduate-student-association/conferenceawards> (Step-by-step instructions are given.)
- 2) After you have completed the “Conference Award Application” spreadsheet and the “Conference Award Cover Page”, please submit to Mary with attached documentation and she will obtain the GSA Rep’s and Department Chair’s signature, and will then submit the application and back up documents electronically as one PDF to [gsa@slu.edu](mailto:gsa@slu.edu) (and will CC the student).
- 3) Mary will then process the eSEEPAY DPV or IDO for the department travel award (when applicable).

### REMEMBER:

- 1) All Conference Award Applications are due within 30 days after the end of the conference.
- 2) Students must complete the attached (two) forms (prior to the trip) for department use: 1) "MFT Pretrip Request for Travel"; and 2) "Graduate Student Travel Request Form" - submit both forms to Mary at least 4 weeks prior to the trip (and she will obtain signatures).
- 3) Students traveling internationally are also required to 1) complete an "International Travel Approval Form – SOM" prior to the trip. Submit to Mary and she will obtain signatures and forward to the SOM Financial Office; and 2) It is **MANDATORY** that any student receiving support for international travel and who does not have international travel insurance that covers health care, medical evacuation and repatriation, must sign up for insurance through the International Services Web site at <http://www.slu.edu/study-abroad-home/health-and-safety/international-health-insurance>. No travel award will be made without proof of existing or purchased insurance.
- 4) Graduate Student travel reimbursement is no longer processed through Central Processing like regular travel, it goes through Student Financial Services. So, if you have a balance, your conference award will be deducted from that balance. If you have a balance of \$0.00, you will be mailed a check. If your student account balance is less than your conference award, you will be mailed a check of the difference. If you would like this check to be directly deposited into your banking or checking account, please log into MySLU, go to the Tools tab, then go to the Payment Suite tab, and then follow the instructions for eRefunds.
- 5) Students will be reimbursed \$75 for in-state conferences and up to \$300 for out-of-state conferences. Students must give a presentation to be reimbursed and must also submit for reimbursement through the GSA.