

DO Student Application to Request Travel Funding

1. Student Name: _____ Date: _____

2. N# _____ 3. NSU Email _____ 4. Phone _____

5. Have you failed any courses? If so, specify credit hours. _____

Note: Students who have failed over 3 credit hours are ineligible for funding.

6. These are the only meetings eligible for funding. Please identify the meeting you wish to attend:

- AACOM Annual meeting _____
 - OMED Annual meeting _____
 - FOMA Annual meeting _____
 - DO Day on the Hill (Wash. DC) _____
 - DO Day on the Hill (Tallahassee) _____
 - COSGP meeting _____
 - Poster Presentation (identify meeting) _____
 - Officer for national Osteopathic organization _____
 - Officer for national Specialty organization _____
- (Identify meeting and your position and provide verification)

7. Are you receiving financial support from PANSGA or any other organization? _____

a. If so, how much? _____

8. Meeting dates _____

9. Travel dates _____

a. Travel may include one day before and/or after

10. If traveling with another student(s) and sharing a room please provide the other student's name(s)

All requests for travel funds must submit at least **45 days** before travel dates. In order for travel funds to be approved we **MUST** have documentation including a meeting agenda and/or registration. Poster presentation requests must include documentation of the acceptance of your poster presentation (not the submission). Failure to submit appropriate documentation with this form will delay your approval.

Note: If you receive additional funding from another organization or PAN SGA after this approval, you are required to notify us of this.

Students will be notified of their approval for funds and the amount allocated usually within 2 days. Once approved, additional instructions will be provided to you.

I have read and understand these requests.

Student Signature* _____ Date: _____

Approval Signature _____ Date: _____

Approved amount: _____

***All reimbursements/receipts must be submitted no later than 30 days following the return from the trip.**

Additional information:

- ❖ If funds are available, students will be approved for one meeting per year unless serving as a NSU-KPCOM representative.
- ❖ National officers for specialty organizations will be funded for annual sessions only provided that the organization is providing some funding to attend.
- ❖ National officers for AACOM, FOMA, OMED will be funded for meetings where voting and attendance expected.
- ❖ Students will be funded for one poster presentation per year. The lead author and the presenter (if different from the author) will receive funding.
- ❖ Students may apply for one meeting or poster presentation per academic year. If funds are available, consideration will be given for additional requests.
- ❖ When funding is limited to a maximum number of students, approval will be on a first come basis.
- ❖ Approval for funding does not mean that your absence is considered excused. Please reach out to the Office of Pre-Clinical Education (M1/M2) at PreClinSupport@nova.edu or your class coordinator (M3/M4) for approval.