

REIMBURSEMENT from the UAB SOM Medical Student Travel Award (MSTA)

1. Immediately following the completion of the travel and no later than the 30 (thirty) days after the travel is completed, the student is responsible for submitting reimbursement documentation to the PSDO @ physci@uab.edu .
 - a. NOTE – If requested documentation is not received 30 days after travel then your submission will not be processed and no travel award will be made. *Travel date ‘ends’ at the conclusion of the meeting ~ (e.g. student A attended a conference/meeting that ended at 6:00 p.m. on December 1st, documentation must be received by December 31st) ~ NO EXCEPTIONS
 2. Required Documents: The award* will be processed as a student award and will be available for pick up or sent by mail
 - a. Items to submit:
 - i. **Agenda for Conference**
 - ii. **Confirmed Registration with Proof of Payment**
 - iii. **Abstract Notification of acceptance**
 - iv. **Itemized Receipts up to awarded amount *The amount of the award may differ from the deposit made into the student account if the student has any outstanding debt on their student account**
 3. Depending on the student’s employment/student classification at the University, regulations regarding travel can vary. It is the responsibility of the student to check with their department to confirm their classification and the regulations around their particular travel situation.
 4. The timeline to getting your reimbursement under usual circumstances, you should be reimbursed within a couple of weeks. Questions regarding reimbursement can be directed to physci@uab.edu
- **Transportation (flight and taxi/Uber/metro from Airport to hotel/conference center)**
 - **Credit Card Statement showing Airline Ticket along with Detailed Flight Itinerary**
 - Baggage fees are allowed as long a receipt is provided for reimbursement
 - Taxis, light rail/metro card, and Ubers are reimbursable to and from the airport
 - If traveling as a group, it is recommend that one person per car pay for the taxi/Uber ride and seek reimbursement once returning to UAB
 - Metro card receipt is needed
 - We cannot reimbursement for transportation to and from UAB to Airport nor can we reimburse for parking at the Birmingham Airport
 - Rental Cars are not an allowable reimbursement for this award
 - **Food**
 - The MSTA allows for food reimbursements when meals are not provided by the conference or institution. The maximum dollar amounts per meal including tip are as follows:

- Breakfast: \$25.00
- Lunch: \$25.00
- Dinner: \$50.00
- **All meal receipts must be itemized** with **no alcohol present** (individual purchases such as a coffee are not allowed; HINT--make it a meal)
- **Hotel and AirBnB**
 - Your hotel receipt must reflect a zero balance upon check out. If you split the hotel bill between two occupants, please make sure that the bills reflect that split and a zero balance is present on both bills
 - Incidentals are not reimbursable
 - Room service is not allowed
 - **Credit Card Proof of Purchase should be included with the Hotel room statement or AirBnB Contract**