

POLICY: Medical Student Travel

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE DIVISION/ DEPARTMENT/COMMITTEE
March 14, 2025	March 14, 2025	Curriculum Committee Office of Student Affairs

POLICY STATEMENT

The Herbert Wertheim College of Medicine (HWCOM) at Florida International University (FIU) is committed to supporting its students who travel locally, nationally, and internationally on behalf of FIU for educational, research, service, cultural exchanges, and/or business-related purposes in alignment with the university's mission. This policy applies regardless of whether the travel is university-sponsored or university-related.

Students cannot make commitments to travel or to incur travel expenses without first obtaining the appropriate Travel Authorization (TA) and meeting eligibility requirements outlined in this policy. Allowable expenses must be directly related to the purpose of approved travel, evidenced by receipts and/or other supporting documentation, and must receive prior approval. Travel expenses must be authorized and expended within established budgetary limits of each funding source award.

Students are responsible for meeting all funding request deadlines established by each funding source.

Students must meet the following eligibility requirements to be approved for travel and funding:

- Students must be actively enrolled in the HWCOM Doctor of Medicine (MD) program. Students on any type of Leave of Absence (LOA) are not eligible.
- Students must meet the following academic and professionalism criteria:
 - A student cannot have any pending reassessments or remediations.
 - A student cannot have any professionalism incidents pending remediation and/or resolution.
 - Students on Academic Probation will be reviewed on a case-by-case basis by the HWCOM Registrar and Associate Dean for Student Affairs.
- Students must be fully compliant with all compliance requirements as outlined in Policy, Compliance Requirements and Monitoring at the time of submission of the Travel Authorization (TA) and through the full travel period.
- If a student becomes non-compliant prior to travel, the travel authorization and any approved funding will be revoked. The student will need to refund the University for funding used towards their travel expenses.

- Student must be fully compliant with Policy, Excused Absence (Preclinical/Clinical).

All student travel requests will be reviewed by the OSA Travel Specialist, HWCOM Registrar, Compliance and Support Services (CASS), and an OSA dean to ensure eligibility.

FIU Institutional Requirements

Students are responsible for adhering to institutional travel policies, including but not limited to this policy, the [International Travel Policy for Employees and Students \(320.099\)](#), the [University Travel Expense Policy \(1110.060\)](#), and the [Travel on a Sponsored Research Project Policy \(2350.105\)](#).

Students seeking to travel internationally for FIU affiliate travel must register with the [FIU Office of Study Abroad](#) to obtain international insurance coverage at no additional cost.

Expenses and Reimbursement

Students will not be reimbursed for any travel expenses incurred prior to funding being awarded and all FIU pre-travel requirements being met.

If a student's travel plans are delayed or cancelled, there is no additional funding available to cover new flights, hotels, or other costs associated with interruptions to original travel plans. It is the student's responsibility to cover any additional travel costs associated with travel disruptions.

Professionalism

Students traveling as a member of FIU and representative of HWCOM must uphold the HWCOM professionalism attributes (see Medical Student Handbook) and follow all HWCOM policies and rules, the FIU Student Conduct and Honor Code ([FIU-2501](#)), and all local laws and regulations, while attending any professional conference or meeting.

SCOPE

This policy applies to all medical students who seek to participate in University-affiliated travel (educational, research, service, cultural exchanges and/or business-related purposes).

REASON FOR POLICY

This policy ensures that medical student travel is properly authorized and that students are informed of best practices, restrictions, and their responsibilities when traveling on behalf of the University, with the goal of minimizing risk exposure to the student traveler as well as the institution. This policy seeks to promote transparency, efficiency, accountability, impartiality, and equal access to all students.

DEFINITIONS	
TERM	DEFINITIONS
Domestic travel	Travel within the contiguous United States, Alaska, Hawaii, and the U.S. territories and possessions.
Foreign travel	Travel outside the contiguous United States, and its territories and possessions.
Travel Authorization (TA)	The official travel authorization form required to secure approvals and encumber the funds for any University-related business trip.
University-sponsored trips	Any trip by students, faculty and staff traveling on behalf of the University that are funded to any degree by the university.
University-related trips	Any trips by students, faculty and staff traveling on behalf of the University that are funded by a third party or self.

RESPONSIBLE PARTIES
Associate Dean for Student Affairs OSA Travel Specialist

RELATED RESOURCES
FIU Policy #320.099 International Travel Policy FIU-2501 Student Conduct and Honor Code FIU Policy #1110.060 University Travel Expense Policy FIU Policy #2350.105 Travel on a Sponsored Project Policy, Compliance Requirements and Monitoring Policy, Excused Absence Procedure, Medical Student Travel CanvasMed – MSC Resources for Travel

CONTACTS
Questions about this policy should be directed towards the Associate Dean for Student Affairs, Office of Student Affairs.

POLICY HISTORY
List initial effective date, revision dates, and/or review date.
Initial Effective Date: March 14, 2025

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): March 14, 2025

PROCEDURE: Medical Student Travel

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PROCEDURE STATEMENT

Students are required to complete some or all of the following items if travel is being funded, for the purpose of presenting at a conference and/or missing mandatory classes, activities or rotations.

1. The student must submit the [OSA Student Travel Request Form](#). Appropriate documentation, such as an abstract acceptance or notification of an awarded scholarship, should be attached to the OSA Student Travel Request Form, as relevant. Once submitted, the form is routed for travel clearance by Compliance, Registrar, and OSA travel specialist.
2. Upon submission of the OSA Student Travel Request Form, the Travel Release and Assumption Agreement will be available via DocuSign for completion. The student and the OSA travel specialist complete this form.
3. Excused Absence request: The student must submit a request only for the day(s) that s/he is missing mandatory classes, activities and/or rotations:
<http://go.fiu.edu/EAform>.
4. After the above steps have been successfully completed, the Travel Authorization (TA) is submitted by the OSA travel specialist. If travel is being funded, travel purchases or reimbursements cannot be processed before the TA is fully approved.
5. Students may also opt to apply for funding to cover part or all their travel. Funding sources include the Medical Student Council (MSC), Graduate and Professional Student Committee (GPSC), East Coast Alliance, and other professional development sources. More information about funding sources is provided by the OSA travel specialist upon request.