

Travel Committee: Guidelines

I. Approved travel: Approved travel will include travel to any event that pertains to and/or is beneficial to the goals/policy of the student organizations involved. This may include, but is not limited to, conferences, meetings, lobby days, and other events that may be deemed beneficial/necessary by the student organizations involved, and may be subject to review by Polity or recognizing entity at the University at Buffalo.

II. Funding:

- a. Obtaining funding: Travel should be funded by the student organizations concerned and planned in accordance with the organizations budget (As per Article III, Section VII of the Medical Student Polity By-Laws on fundraising). Funding necessary for travel may be obtained by fund raising, obtaining funds from a regional/national affiliate of the student organization, or from the recognizing entity at the University at Buffalo i.e. Polity, Office of Medical Education, etc. Student organizations seeking to obtain funds, but do not have regional/national affiliates may directly approach Polity for assistance with contacting sources not affiliated with Polity i.e. Office of Medical Education, Parents Council, Alumni Association etc. for financial assistance. **If financial assistance is obtained by the student organization using external sources, Polity must be notified with the specific source.** Travel requiring funding assistance by Polity will be subject to review/approval by Polity. Decision to approve funding by Polity for travel will be based on student organization activity and will be decided upon by majority vote of the voting members of Polity.
- b. Allotment of funding: Traveling costs/person can either be completely funded or partially funded. Student organizations can **suggest** the percentage of travel/ person to fund as is in accordance with their budget and the number of persons wanting to travel.
- c. Appropriate use of funding: Funding may be used by the student organization (in accordance with Article III, Section VI of the Medical Student Polity By-Laws on Disbursement of Funds) for costs of round trip traveling to the event, lodging for events requiring overnight stay, registration fees and other expenses subject to approval.
- d. Funding may not be utilized for the following:
 1. food
 2. Personal expenses
 3. activities outside event agenda
 4. Any other expenses incurred by individuals traveling that do not pertain to event.

III. Candidates for travel:

1. Individuals seeking to obtain funds for travel must be members of the student organization funding the travel.

2. Student organizations may **suggest** who is an appropriate candidate for travel based upon past member participation in organization activities, an understanding of organization goals, responsibilities and policies.

IV. Delegate responsibilities:

1. Individuals attending any event will be doing so as representatives of the student body of the University at Buffalo School of Medicine, and will have the responsibility of providing a summary of the activities and results of the event attended. This summary shall be accessible to the student body by a link on the Polity website (<http://wings.buffalo.edu/smbs/polity>)

V. Procedures for appropriate documentation of travel:

1. The University at Buffalo has adopted the use of the Department of Motor Vehicles License Event Notification System (LENS). All persons operating a state owned vehicle including all University vehicles and/or student government owned vehicles as well as those utilizing state monies to rent a vehicle from an outdoor merchant must complete the University at Buffalo Driver Agreement and Driver Insurance form.

2. All medical students intending to travel to an event recognized by Polity or a student organization affiliated with Polity must notify the Office of Medical Education with their names, appropriate emergency contact information, details of the event and their travel plans.