Tuesday, July 8, 2025

Subject: **Travel Funds from Whiddon COM Student Affairs Travel Budget**

As of Tuesday, July 8, 2025, travel funding requests should be emailed to Mr. Jonathan Nunez (nunez@southalabama.edu) and Gracie Overstreet (gracieoverstreet@southalabama.edu).

The Whiddon COM's Office of Student Affairs will only process travel funds on Tuesdays and Thursdays. This includes all aspects of the travel funds process, from submitting the travel fund request and the estimated travel cost to processing the reimbursement.

In order to be excused from the learning environment, each student who has research accepted for presentation at a conference must complete the online Whiddon COM Request to be Absent Google form, attaching the acceptance information to the form. This request should be made *within one week* of receiving the acceptance to present. The requested absence must be approved *before* beginning discussions regarding potential funding. As soon as the absence has been *excused*, the student should immediately reach out to Mr. Jonathan Nunez (with Ms. Gracie Overstreet copied to the email) regarding the next steps in the process. When corresponding with Mr. Nunez each student should include the estimated travel expenses (see below). ***Even if the student will not miss any mandatory activities, submitting the Request to be Absent Google form starts the travel funding approval process. If time off is not required, it should be noted on the excused absence request.***

To prepare an estimated budget for travel expenses, please make sure to include *all* of the following:

- Conference Registration
- Planned travel dates - ***Please note if any personal travel days are included
- Travel transportation – either flight cost or mileage
    - if driving personal vehicle (mileage from Mobile to destination and to return from destination back to Mobile). Whether the student chooses to fly or drive, the University will only reimburse for whichever cost is the lesser of the two, if the drive is 10 hours or longer.)
    - if flying - baggage fees if checking luggage
    - if flying - taxi/shuttle to hotel from airport and from hotel to the airport (the University does not cover personal mileage, Ubers, taxis, etc., to meals, or any sights, etc... not pertaining to the conference)
    - if flying - parking at the airport if necessary
- Hotel cost for overnight stay
    - if driving personal vehicle - parking at the hotel if necessary
- Meals - This is calculated at the rates used by the University
- Cost of presentation materials production (i.e., poster printing, conference technology fee, etc...)

Frederick P. Whiddon College of Medicine | Office of Student Affairs
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Once the student has completed the estimated budget, the student can email, call, or schedule a time to stop by to review the estimated budget with Mr. Nunez. Please adhere to scheduling these times only on Tuesday and Thursday of each week. Once the estimated budget is ready, it will be reviewed within the Whiddon COM Student Affairs to assess the level of funding that can be provided.

Note: Should Mr. Nunez be unavailable or out of the office, the student should contact Ms. Overstreet about their excused absence request approval, estimated travel expenses, and review of budgeted funding.

Important points to remember:
1. Within one week of notification of acceptance, submit the Google Request to be Absent, attaching documentation of the acceptance (please note that the student's name must appear in the acceptance email, or the submitted abstract bearing the student's name must be attached).
2. Once the absence has been excused, immediately email Mr. Nunez and Ms. Overstreet the necessary documentation requested as noted above.
3. If additional funding from other sources for this conference is available (e.g., SGA), please inform Mr. Nunez and Ms. Overstreet.
4. Receipts for reimbursement must be submitted to Mr. Nunez and Ms. Overstreet *within thirty (30) calendar days* of the meeting date. Receipts presented for a meeting for which prior approval was not processed will not be considered for reimbursement.

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