

# Presentation Reimbursement Policy

The School of Medicine offers clinical students a onetime reimbursement up to \$1000 to attend a conference in order to present an abstract or poster. Each student can qualify only once during their medical school tenure. In order to be approved the student must clearly be identified on the heading of the poster or abstract as being from. Students must request preliminary approval for reimbursement before they attend by sending a copy of the conference invitation to the Office of the clinical Dean along with a copy of the abstract or poster. After the conference, students should fax or send electronically the receipts for your travel, lodging, meals, and miscellaneous associated expenses, as well as a current mailing address and the student ID number. XUSOM will not reimburse for tips and alcohol or charges/amounts deemed unreasonable by The Office of the Dean. Students should receive a check in about four weeks after submitting expenses.

Students should submit an article about their work for publication in the University newsletter.