

# Western Group on Student Affairs (WGSA) Travel Fund Request

WGSA Travel Fund has been created to support one staff from each of our member schools that, otherwise, would not have the opportunity to attend a conference; the fund will reimburse up to \$2,000 of national conference-related expenses or \$1000 of regional conference-related expenses. Multiple submissions from a single school will not be considered and should be submitted to the WGSA via your institutional representative. Funds will be distributed as budget allows. Eligibility and other important information about the WGSA Travel Fund can be found in the application.

## **Submission Criteria:**

1. Priority is given to staff\* with responsibility in the AAMC-recognized Student Affairs' areas: Admissions, Financial Aid, Student Affairs, Student Diversity, and Student Records.

*\*Staff is defined as those within our medical schools who serve as support, research, administrative, technical or clerical roles; who are not considered faculty and do not have faculty appointments.*

2. Limited to a first-time attendee to a AAMC-sponsored meeting
3. Multiple submissions from a single school will not be considered and should be submitted to the WGSA via your institutional representative.
4. The travel fund is not intended to replace existing budget support.

## **Travel Fund Award:**

1. Awardees will be reimbursed for actual meeting-related costs up to a maximum of \$2,000 for a national conference and \$1000 for a regional conference. Any amount over the award limit will be the responsibility of the member institution.
2. Expected encumbered costs include: Meeting registration, airfare, lodging, ground transportation and food/non-alcoholic beverages not already covered at the conference.
3. The Travel Fund is not intended to cover additional conference offerings (e.g. pilot professional development workshops, student recruitment fair, CME-credit workshops).
4. All receipts should be scanned and emailed to [kkrosinsky@aamc.org](mailto:kkrosinsky@aamc.org) with the subject line "WGSA Travel Award Reimbursement". The AAMC will not be accepting receipts or expense reports by regular post.
5. A Travel Expense Report needs to be completed and signed for the reimbursement to be issued.
6. Reimbursement requests must be made by individuals and not their institutions.

Western Group on Student Affairs  
(WGSA)

Travel Fund Request Application

Please return to the WGSA Chair via email

[https://www.aamc.org/members/gsa/regions/54978/regions\\_wgsa.html](https://www.aamc.org/members/gsa/regions/54978/regions_wgsa.html)

<b>First Name</b>		
<b>Last Name</b>		
<b>Institution</b>		
<b>Department</b>		
<b>Role/Title:</b>		
<b>Email:</b>		<b>Phone:</b>
<b>Requested Meeting:</b>		

Please describe how you fit the criteria for consideration as a Travel Fund recipient.

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Describe what you hope to gain by attending the conference in relation to your role at your institution.

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