

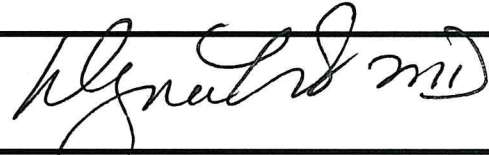
Effective Date:

September 1, 2021

Retired:

Revised:

Approved by: Digna S. Forbes, MD, FASCP
Interim Dean, School of Medicine



Subject: Required Clinical Rotation Travel Advance Policy

PURPOSE:

It is the purpose of this policy to provide advance payment to medical students for required out of state and greater than 100 miles from Nashville, Tennessee clinical rotations.

POLICY STATEMENT:

The policy applies to advance payment for required out of state and greater than 100 miles from Nashville, Tennessee clinical rotations for enrolled medical students organized and approved by the School of Medicine Office of Student Academic Affairs and the respective Clerkship Department. Students will receive advanced payment based on Meharry Medical College reimbursement rate for travel. The clinical rotation rate sheet will be managed by the Office of Student Academic Affairs.

The policy does not apply to travel undertaken by students to attend out of town athletic events, or to engage in student-teaching, internships, practicums, observations, elective rotations, or research.

DEFINITIONS:

A **required clinical rotation** is one that is initiated by the School of Medicine in coordination with the respective departmental clerkship program and is approved by the respective Clerkship Director and the Associate Dean for Student Academic Affairs.

An **enrolled student** is one who has been admitted to and is attending classes at Meharry Medical College in the School of Medicine.

An **advance payment** is a type of payment made ahead of its normal schedule such as paying for a good or service before you receive it.

PROCEDURE:

All students are required to complete the appropriate travel authorization and expense forms. The student is to submit the completed travel authorization and expense forms for approval twenty (20) days prior to the rotation start date:

Effective Date:

1. Department Clerkship Director for current rotation will approve both the travel authorization and expense form and submit to the Associate Dean for Student Academic Affairs for approval.
2. The Associate Dean for Student Academic Affairs will approve the travel authorization and expense form and submit to the Office of Business and Finance for funding approval.
3. The Office of Business and Finance will request advanced payment be made payable to the student in the form of a check.
4. The Office of Student Academic Affairs will pick up the check from the Treasury department and contact the student when he or she can pick up the check.

All checks will be picked up by the student from the Office of Student Academic Affairs.

The Associate Dean for Student Academic Affairs will submit the completed approved forms to the Office of Business and Finance for funding approval. A check will be requested by the Office of Business and Finance from the travel office for the student to receive advanced payment for the travel.

If a student receives an advance payment and does not attend the required clinical rotation, he or she is expected to return the funds to Meharry Medical College. Form of repayment will be a personal or cashier's check made payable to Meharry Medical College School of Medicine and brought to the Office of Student Academic Affairs within five business days of the cancellation of the clinical rotation.

EXHIBITS:

Travel Authorization Form
Travel Expense Form
Clinical Rotation Rate Sheet