

UPSTATE

MEDICAL UNIVERSITY

AAMC Student Reimbursement Application Form – 2011

(requests should be for academic purposes only)

Date: _____ Class Year: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Date of Event: _____ Event Location: _____

Type of Event: (please check one)

Seminar

Conference

Other _____

Reason this is important to your medical education:

I acknowledge that I have submitted all documentation to the Medical Alumni Association regarding any other sources of funding I have received for this request:

AMOUNT YOU ARE REQUESTING: \$ _____ AMOUNT APPROVED: \$

\$

STUDENT SIGNATURE: _____

APPROVED BY: _____ (Authorized Signature)

GUIDELINES:

- Please note that the maximum allowable reimbursement amount per *Calendar* year is **\$500.00**
- All funding requests must be submitted within same calendar year. You will not receive funding for any event from the prior year
- You must provide **original** travel related receipts and will be approved/denied for reimbursement **AFTER THE EVENT**
- Expenses **MUST NOT** be covered by other grant sources
- Expenses **WILL NOT** be reimbursed for any costs incurred by applicant from other students/persons expenses
- Proof of attendance is necessary
- The maximum meal reimbursement per day is as follows: \$10 for Breakfast, \$10 for Lunch and \$20 for dinner
- Each request is subject to the approval of the Executive Director of the Medical Alumni Association

EXPENSES NOT ALLOWED:

- Meals for other students
- Alcohol

Contact:

Setnor Academic Bldg #1510, 750 E. Adams St. Syracuse, NY 13210 Tel: (315) 464-4361 Fax: (315) 464-4360
E-Mail: medalum@upstate.edu Visit us at: www.upstate.edu/medalumni

Certain scholarships and grants are considered taxable income even if not reported to you on a form W-2 or form 1099. Please consult IRS Publication 970 Tax Benefits for Education or a tax professional.

OFFICE USE ONLY:
DATE PAID: _____