

# Farm Animal Concentration - Veterinary Student Travel Awards

(Effective for travel after August 1, 2011)

The Farm Animal Concentration - Veterinary Student Travel Award provides financial support to qualified veterinary students who travel to an outrotation that is directly related to food animal medicine and is necessary to augment the student's curricular or career goals. This award reimburses up to \$1000 for U.S. travel and living costs during 2 to 4 week outrotations. In-state travel for needed outrotation experience is eligible for the award.

## Awards Criteria:

Farm Animal Concentration - Veterinary Student Travel Awards will support activities:

Outrotation - travel to either an out-of-state or in-state outrotation that is necessary to augment the Farm Animal Concentration student's curricular or career goals.

## Application:

Applications for travel awards should be submitted to the Office of Student and Academic Affairs at least two weeks prior to departure. The application must include both of the following:

1. The [Request for Authorization to Travel \(AS292\)](#) form is to be used by veterinary students applying for the Veterinary Student Travel Award. The pdf form should be completed, printed, and submitted to the Office of Student and Academic Affairs.
  - a. **Applications for travel funding must be received in the Office of Student and Academic Affairs at least two weeks prior to departure.** It is the student's responsibility to ensure that forms reach the Office in a timely manner.
  - b. The form must be signed by both the student and the Associate Dean for Student and Academic Affairs
  - c. The student's email address should be listed on the form.
2. Proof of invitation to participate must accompany the application; this may be in the form of a letter, e-mail, or program itinerary listing the student's name. OR an e-mail/letter justifying the outrotation and how it is associated with the student's curricular and career goals.

If funding is approved by the School of Veterinary Medicine, the original AS292 will be retained for submission with the required documentation supplied by the student. Students will be notified if School of Veterinary Medicine funding is not approved.

## Eligibility:

To be eligible for funding, a student must be enrolled in phase 2 of the SVM professional curriculum full time and in good academic standing. They must be engaged in the Farm Animal Concentration.

## Limitations:

- Recipients are limited to no more than three Farm Animal Concentration - Veterinary Student Travel Awards per fiscal (July-June) year and to a maximum of \$2,500 per student.
- Funding for travel that does not originate locally requires prior written approval from the School of Veterinary Medicine.
- Flight reservations must be booked through the state contracted travel agency, Short's Travel Management . Airfare information can be obtained by calling (888) 846-6810 or by emailing [state@shortstravel.com](mailto:state@shortstravel.com). Those wishing to book flights with any other agency/organization must obtain prior written approval from Accounting Services by emailing justification to [dtorres@lsu.edu](mailto:dtorres@lsu.edu).
- If mileage reimbursement is being requested the student must have an airline quote or airline plus rental car quote from the state contracted travel agency prior to travel that is greater than the amount requested for mileage reimbursement. Mileage will not be reimbursed without this prior documentation.

- Students are responsible for providing a completed [Travel Expense Reimbursement Request \(AS300\)](#) and all required documents and receipts to the Office of Student and Academic Affairs promptly upon return from the trip.