**National & Regional Conference Travel for TRUST Scholars**

**Stipend Guidelines**

Each TRUST Scholar may apply for one travel stipend (up to $1,000) to participate in a national or regional meeting during medical school training. We hope this support will better prepare TRUST Scholars to practice in an underserved setting.

Since program funding is limited from year to year, we encourage Scholars to apply for a travel stipend when they identify a meeting of interest. The following guidelines will assist in travel stipend application and planning.

1. The TRUST Scholar should try to notify the TRUST coordinator at least 3-6 months prior to the meeting. The TRUST coordinator will advise the Scholar about current, eligible scholarships from the sponsoring organization and availability of TRUST travel funds.
2. Scholars are required to submit a statement of no more than one page explaining why they wish to attend the meeting.
3. Priority for TRUST scholar travel awards will take into consideration the following:
	1. The TRUST Scholar has been selected to make a presentation at the meeting.
	2. The TRUST Scholar has applied for and/or received scholarship support from the group organizing the meeting.
	3. The TRUST Scholar is a more advanced student nearing graduation.
4. In case of competing applications when annual funds are limited, the TRUST Steering committee made up of the TRUST Co-Directors, the TRUST Regional Deans, and the Underserved Pathway Director will make a final decision.
5. TRUST will consider reimbursements of up to a maximum of $1,000 for the approved student trip. If the TRUST scholar has been approved for a meeting and the meeting scholarship covers less than the total expenses, TRUST will reimburse the Scholar for the remaining expenses up to $1000 based on UW and Federal regulations for maximum hotel and food expenses per day. Once a Scholar is accepted for a TRUST travel scholarship, the Scholar should contact the TRUST coordinator regarding travel arrangements.
6. While choice is not limited to the meetings listed below, these meetings are likely to be beneficial to many TRUST Scholars:
	1. Annual Pacific Northwest Rural Health Meeting, in Spokane each March. Scholars will meet rural and underserved health leaders from across the Northwest.
	2. Annual AAFP Resident/Student meeting in Kansas City each July
		1. Scholars have an opportunity to visit many of the best residency programs in the US at their convention center booths and to talk with residents and students who share their interests in underserved care.
	3. National Rural Health Association meetings (primary meeting often in May of each year; other meetings through the year)
	4. National Association of Community Health Centers (NACHC) - various conferences and events throughout the year
	5. Other specialty academy regional or national meetings with any focus on rural/underserved care or residency selection to prepare for rural/underserved practice.
	6. The following is a list of original documents that Scholars must turn in to the TRUST coordinator when requesting reimbursement.
	7. When possible we will prepay for airfare and registration.
		1. Airfare ticket info documenting cost of ticket and dates of travel
		2. Mileage if driving (use Google maps, Bing, etc.)
		3. Conference Registration
		4. Lodging receipts
		5. Meals (unless included as part of conference)
		6. UW reimburses based on hours traveling away from home
		7. Other organizations may request actual receipts
		8. Miscellaneous expenses – taxi, parking (check with TRUST coordinator if you have any questions about what is covered and what is not)
7. Information and/or questions:

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