



Approved Student Travel and Reimbursement for Required Clinical Training in WA State

Policy Title: Approved Student Travel and Reimbursement for Clinical Training in WA State

Policy Number: EC.02.01.200303

Applies to: Medical students in 3rd and 4th years fulfilling required clinical experiences for graduation.

Date: 03/03/2020

1.0 Policy Statement:

It is the WSU Elson S. Floyd College of Medicine policy that medical students are reimbursed for travel and lodging costs associated with approved, required clinical experiences at appropriate sites that are greater than 50 miles from the student's assigned clinical campus, during clerkships in the 3rd and 4th years, upon completion of Pre-Travel Request Form and Travel Expense Voucher submissions.

2.0 Definitions

Appropriate Site: The site must have an Elson S. Floyd College of Medicine affiliated clinical facility, as well as at least one College of Medicine faculty member willing and available to precept the student while in the clerkship.

Travel: Moving from one place to another, e.g., going from the assigned clinical campus to the location of a rural or underserved experience for multiple days, usually involves one round trip to and back.

Commuting: Traveling from the assigned clinical campus to the assigned location, point-to-point, which is usually on-a-daily basis, without an overnight stay.

Philanthropy: An act or gift done for humanitarian purposes.

Required experience: A clerkship or clinical campus week that must be completed for graduation from the MD program and may not be available at the student's assigned clinical community.

Rural: The College of Medicine defines as a community with a population of less than 25,000, that is at least 50 miles from student's assigned clinical campus and 50 miles from the city limits of the major population centers of Spokane, Tri Cities, Wenatchee, Yakima, and Interstate-5 except in Lewis County.

Medically Underserved via HRSA: Areas and populations with a: lack of access to primary care services, high infant mortality, high poverty, or high elderly cohort.

3.0 Responsibility

Vice Dean for Administration, Accreditation, and Finance

4.0 Procedures

Associate Deans for Clinical Education approve the appropriateness of the learning experience site from the list of Approved Rotation Sites for the assigned clinical campus.

Sites approved for clinical rotations are listed on the list of Approved Rotation Sites for each assigned clinical campus. If a site is not on the List of Approved Rotation Sites, and students wish to do a rotation at a site not listed, students must obtain approval for that particular site from the Associate Dean for Curriculum.

Many clinical rotations require students to commute between multiple clinical sites, between didactic teaching sites and clinical training sites, and between residences and clinical facilities. It is the student's responsibility to identify all site-specific transportation requirements before the clinical experience begins and complete a Pre-Travel Request Form. Upon completion of the approved experience, the Travel Expense Voucher is to be submitted for reimbursement.

4.1 Philanthropic Funding

Students may need to travel and stay in communities at a distance from their assigned clinical campus to fulfill requirements for graduation.

The Elson S. Floyd College of Medicine provide supports, in approved situations described here, using funds legally usable for this purpose through philanthropy. The reimbursement parameters in this policy align with the WSU student travel policy limits set by the state legislature. Guidance on understanding the criteria for reimbursement is through the Associate Deans for Clinical Education and the Office of Academic and Community Partnerships.

State Funding Support if Approved

- a. Mileage to/from a required rural clinical site located more than 50 miles from the assigned clinical campus or residence. The current reimbursement rate used by WSU will be used to calculate the amount for travel and lodging.
- b. When a student must commute more than 50 miles to a required, rural clinical site and inclement weather makes driving unsafe, the College of Medicine reimburses overnight lodging at the WA state lodging rate in that county.

Items a. and b. are the only expenses ESFCOM reimburses related to travel. Meals, rental vehicles/trailers, bicycles, skis, repairs to personal vehicles, traffic tickets, towing charges and any other expenses not specified in this policy as reimbursable are the student's responsibility.

5.0 Related Policies

[WSU Business Policies and Procedure Manual, 95.06.1 thru 95.20](#)

6.0 Key Search Words

Travel, reimbursement, approvals

7.0 Revision/Review History

Original Approval	Policy number	Review/Revision
03/03/2020	EC.02.01.200303	

Responsible Office: Finance Office

Policy Contact: Director of Finance & Administrative Services

Supersedes: None