**Domestic Traveling Scholars Requirements Checklist**

🞏 Travel Waiver (<http://med.stanford.edu/content/dam/sm/medscholars/documents/traveling_scholars/Travel_Release_Waiver.pdf>)

🞏 On-Site Mentor contact information in proposal (name, title, institution, address, telephone, email, fax - following bibliography)

🞏 Facilities and resources identified that are required at the project site to complete the project (office, clinic, or laboratory space, research equipment, library facilities, computing equipment, internet connectivity, telephones or other communications equipment, or other resources).

🞏 Describe the infrastructure available to you at the site, and its ability to provide the needed resources.

🞏 Describe how you will provide for resources that you will need but that may not be already available on site.

🞏 Provide a budget for your travel expenses to/from (i.e. transportation costs) your site that can be reimbursed from your $2,500 supplemental travel allocation. If traveling within the local Bay Area, a maximum of $500 supplemental travel can be reimbursed. Food and lodging (i.e. cost of living) are *not* reimbursable. Note: indirect (personal) travel is not allowed. Travel insurance is not covered.

🞏 Submit the following information (to MS program), including:

🞏 Expected residence address

🞏 Telephone numbers (home, lab)

🞏 E-mail if different from Stanford e-mail.

🞏 At least one US-based emergency contact person and their contact information (phone/address/email)

🞏 Description of travel plans to and from the site, including air and ground transportation information as appropriate.

🞏 Submit to the MS program - within 30 days following the completion of travel - an itemized list of expenses including:

🞏 Your name, student ID number and e-mail address

🞏 Receipts in date order

**🞏** Student Travel Certificate (<http://web.stanford.edu/group/fms/fingate/docs/certification_student.pdf>), signed by your mentor

🞏 Boarding passes (or misc. receipts proving you were at the travel location)

If you have any questions about this checklist, please contact the MedScholars Program Administrator (Lancy Eang – lancy@stanford.edu)