

## **Policies and Procedures**

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| SUBJECT:        | Health Profession Student Travel Support Policy   |
| EFFECTIVE DATE: | April 2023  |
| APPROVED BY:    | Missy Lochstampfor, Director  |
| PURPOSE:        | The following information outlines the procedures to be followed regarding travel stipends to health profession students completing clinical training in the 31-county service area of Foothills AHEC. The purpose of this clinical training support is to relieve some of the costs students incur while performing clinical rotations in our service area remote from their academic campus and/or their current address. This policy is subject to change without notice based on the availability of funds. |

### Policies:

1. The student is eligible for a travel stipend if they are traveling to a clinical training rotation site at least 25 miles from their academic program campus and/or from their current address, as indicated on their Statewide AHEC Support Form.
2. The clinical training rotation site must be located in one of the 31 counties in our region: Banks, Barrow, Clarke, Columbia, Elbert, Franklin, Glascock, Greene, Gwinnett, Habersham, Hall, Hart, Jackson, Lincoln, Lumpkin, Madison, McDuffie, Morgan, Oconee, Oglethorpe, Putnam, Rabun, Richmond, Stephens, Taliaferro, Towns, Union, Walton, Warren, White, and Wilkes.
3. For a clinical rotation lasting 20 days or more, the travel stipend will be in the amount of \$100 per completed rotation. For a clinical rotation lasting less than 20 days, the travel stipend will be in the amount of \$50 per completed rotation. The completed rotation must be a minimum of 8 days to be eligible for a travel stipend.
4. Students receiving housing support for a rotation are not eligible for a travel stipend for the same rotation.
5. A student will be granted travel support from Foothills AHEC in the amount of no more than \$200 per academic year.
6. The student must attend an in-state Georgia school to be eligible for travel support.

### Procedures:

1. It is the student's responsibility to apply for this assistance within 30 days following the completion of the rotation using the Statewide AHEC Support Form.
2. Academic programs may not submit the form on the student's behalf.

3. The Statewide AHEC Support Form should be submitted via the online webform:  
<https://formstack.io/35D8E>