**Spring 2016 SCAVMA Travel Fund Addendum**

The SCAVMA Travel Fund is made possible by the AVMA, AVMA LIFE, AVMA PLIT, and SAVMA through their ALL for Students Program. Once awarded these funds **must** be used up June 1st of the academic year they were provided for as funds do not rollover to the next academic year. Given that most students may not be traveling for their externships, symposia, RAVS trip, and etc. until the summer, the SCAVMA board has decided that reimbursement checks for those trips may be distributed to these students prior to completion of their travels with the promise that should the student end up not attending their conference, externship, etc., they will return the amount awarded to them back to SCAVMA in full.

Please make sure to have:

1. Submitted the 2016 Travel Fund Application
2. Include any fight/lodging confirmation.
3. Save receipts from your travels and submit it to Helen Tsoi (c/o 2018) after completion of your trip.
4. Fill out a travel advance form with Business Office Representative, Leslie Planck.

By signing, I confirm that I have read the statement above and that I agree to submit all necessary paperwork following the conclusion of my trip. Should I be unable to attend the educational conference, externship, RAVS trip, etc., or if I am unable to provide proof that my expenditures were to cover the cost of the trip for which I am applying for, I agree to pay SCAVMA back the full amount ($75.00) that was awarded to me.

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