

## **Summary**

### **Resident Travel Policy**

### **Department of Surgery**

The Department of Surgery supports and encourages resident education activities. The purpose of the Resident Travel Policy is to provide a clear and concise procedure for residents, as well as a method of controlling travel costs.

The Department of Surgery will reimburse residents for approved travel expenses while presenting papers at meetings. In addition, Department funding will be provided for each chief resident to attend one meeting during their chief year.

Expenses are reimbursed for business purposes only. Travel expense reimbursements are limited to a \$1,500 maximum per trip. Travel is generally limited to the continental U.S. Exceptions may include meetings of major U.S. surgical societies such as ASA, SUS, PCSA, SAGES, and AAST meetings in Canada or Mexico.

#### Approval Process:

1. Resident must obtain research sponsor approval before submitting a research abstract by completing the "Abstract Submission Authorization" form.
2. The research sponsor assumes fiscal responsibility for either funding or obtaining funding for the research resident when he/she approves the abstract for submission.
3. Funding and fiscal authority signatures must be obtained for the "Abstract Submission Authorization" to be complete.
4. At no time, should the research resident approach the Department of Surgery directly for funding.
5. Submission of the abstract is not approved until a funding source is identified and approved as indicated by the signatures.
6. The Department of Surgery is not responsible for reimbursing unapproved travel.
7. Written permission must be obtained from the Chief of Service of the rotation where you will be rotating at the time of the meeting. Submit the letter to the Residency Coordinator.
8. The resident is responsible for completing the "Intent to Travel" form. Please note that rental cars are not a reimbursable expense unless prior approval is obtained.
9. Once the travel is approved, the resident can make reservations.
10. Notify everyone on your service and anyone else involved of your intended travel, as soon as you are aware of your approved participation. At least 30 days notice must be given.

Adequate documentation, i.e., original detailed receipts with proof of payment, must be provided with the request for reimbursement. SAVE ALL receipts. Also required is proof of attendance.

Meals and incidentals are reimbursed on a per diem basis. Meals provided in the registration cost, i.e., conference banquets, or meals provided by airlines, etc., are deducted from the daily per diem.

All documentation should be submitted in a timely manner. Documentation for travel reimbursement must be submitted within 30 days of the return date. The Department of Surgery may deny reimbursement for travel expenses if documentation is not provided within 90 days of the approved travel.

Charges for graphic or copying charges related to the paper/poster are not reimbursable as a travel expense. Charges related to preparing the presentation are the responsibility of the research sponsor.