

Meeting and Travel Reimbursement Policy

General surgery residents are allowed to attend a chief meeting during the PGY4 or PGY5 year. Residents below these levels do not have monies allocated for travel but will be considered based on the meeting/presentation type, etc. If the Department of Surgery is paying for a meeting, the resident is responsible to go to the meeting sessions. If it is determined the resident did not attend the meeting sessions, the resident is responsible for expenses.

The American Board of Surgery requires **a minimum of 48 weeks of full-time surgical experience** per residency year. In order for department financial support to go to a meeting residents must complete the following:

1. The following information is required to be submitted at least 45 days prior to the meeting or as soon as possible after presentation acceptance (if within 45 days of the meeting). Forms submitted less than two weeks in advance of the meeting may be denied:
 - a. Meeting request form
 - i. Time and date of the presentation (not required for chief meeting approval)
 - ii. Copy of email or letter of acceptance
 - iii. Copy of submitted abstract
 - b. Authorization to travel expense form – completed in entirety with accurate estimates. Final costs over the estimated form will likely be denied.
 - i. Flights (coach fare)
 - ii. Hotel (2-night maximum for residents without allocated CME funds–the night prior and night of the presentation)
 - iii. Conference Registration (must be done using early-bird registration if one is available)
 - iv. Meals (federal standard per diem rate – excluding alcohol, no more than \$70.00 per day requires itemized receipts)
 - v. Mileage to and from airport: (no rental cars; if rental is required, justification must be provided and prior approval from the chairman is required.
2. Prior to travel, the following are required to be submitted to the senior author/PI and receipt confirmed by the program director:
 - a. Copy of presentation/slides/poster
 - b. At least draft of manuscript ready for submission for meeting affiliated journal
3. Please provide all receipts immediately upon returning from the meeting.
 - a. Any receipts submitted 30 days after the event will require the chairman's approval for reimbursement.
 - b. Please note that receipts reimbursed 60+ days after the event is considered by

DO NOT make flight arrangements, reservations etc. until you are officially approved for the meeting.