

<b>Original Approval Date: Sept. 2002</b>	<b>Revised Approval Date: May 22, 2008</b>
<b>Policy Number: 001-2008</b>	<b>Resident Travel</b>
<b>Office of Accountability:</b>	<b>Finance</b>
<b>Office of Administrative Responsibility:</b>	<b>Finance</b>
<b>Approver:</b>	<b>Finance Committee</b>
<b>Scope:</b>	<b>Compliance with the Department of Surgery's Resident Travel Policy.</b>

## **Overview**

To establish a policy governing reimbursement of resident travel to a scholarly conference, either national or international, when invited to present a paper or poster for the University of Alberta.

## **Purpose**

The purpose of the policy is to identify what conditions must be met in order for a resident to qualify for travel eligibility:

- Requests for travel assistance must be submitted and approved by the Divisional Director prior to travel.
- A budget, outlining anticipated travel costs, complete with evidence that an abstract has been accepted for paper or poster presentation must be submitted directly to the Divisional Director.
- Residents are encouraged to identify and apply for alternative sources of funding, i.e. AHFMR, Divisional funding, Faculty of Graduate Studies and Research (if applicable), etc.

## **Policy**

The policy will ensure procedures that lead to outcomes that reflect the values and integrity of the institution. The Department of Surgery will allow for the following to residents applying for travel dollars:

- The Department of Surgery's travel policy for residents will consider one trip per senior resident (PGY 3 and above).
- The Department of Surgery will provide a maximum of \$1,000.00 per resident per year. Expenses beyond \$1,000.00 would be the responsibility of the Division and the resident.

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- The Divisional Director will forward approval to the Director/Acting Director of Administrative Services a summary of proposed travel costs prior to actual departure date. (See Appendix A)
- The Divisional Director is responsible for ascertaining that the resident is presenting at a scholarly conference.
- Expense reimbursement will be in keeping with the University of Alberta travel guidelines. A travel expense claim with original receipts must be submitted for reimbursement within one month of travel date.
- Where possible, hotel accommodations and car travel should be shared.

A letter of approval will be provided to the resident from the Department of Surgery.  
(See Appendix B)