

TRAVEL POLICY

The current policy for resident travel assistance to attend conference for paper/poster presentations, or attend courses, may be available through each division. An Proposed Travel Expense form must be submitted prior to travel and submitted to the Program Director for approval. Forms are available from the Residency Office. Please note original receipts are required in order to receive reimbursement.

Find listed below the current changes that have been made to the travel reimbursement policies for the University of Alberta. Ensure that the following information is collected and submitted for ALL reimbursements:

AIRFARE

When flying the following is required:

- electronic ticket (*required*)
- boarding passes (*required*)
- VISA statement (*required*)

CONFERENCES

When registering for conferences the following is required:

- copy of registration with date and amount paid in full

ACCOMMODATIONS

When staying in hotels the following is required:

- hotel statement for the specified dates to attend conference/event (*the detailed receipt will include numbers – again receipt normally indicates that payment has been received and balance is zero – exception early checkout*)

MEALS

When eating out the following is required:

- detailed statement for the entire meal listing all items ordered and the cost per item
- original VISA/MC statement showing payment made (*alcohol is permitted for hosting external visitors – gratuity is an eligible expense*)
- the senior faculty member is recommended to submit for reimbursement of hosted events

GROUND TRAVEL

When traveling to and from the airport the following is required:

- taxi receipt showing the travel and how many people were in the vehicle (*taxi receipt is required*)
- VISA or MasterCard chit may be provided

For those traveling to partially sponsored events the Division will cover up to a set amount of the remaining travel costs. This should be agreed upon prior to leave with both the Program and Divisional Director.

PROPOSED EXPENSES FOR TRAVEL

You are required to submit a budget to your Program Director **4 weeks prior to your travel, with the estimated cost that will be incurred during the time.** The Program Director must approve your request for travel assistance, **prior to travel.**

NOTE: IF YOU ARE TRAVELING TO PRESENT RESEARCH ADDITIONAL PAPERWORK IS REQUIRED INCLUDING A COPY OF THE ABSTRACT.

ATTACHED DOCUMENTATION FULL ABSTRACT POSTER PRESENTATION ORAL PRESENTATION

Name of Resident: _____ Date of Requisition: _____

Event Attending: _____

Purpose of Attending: _____

Location: _____

Dates: _____

Please estimate the cost for each category and list all costs in Canadian funds only.

Registration Fees	TRANSPORTATION	Maintenance	Total Funds CANADIAN ONLY
	Airfare		
		\$350/day times _____ days	

Please note that maintenance includes meals (excluding alcoholic beverages), ground transportation, and accommodations and covers up to \$350 per day Canadian funds only!

Resident Signature: _____ Date: _____

Program Director Signature: _____ Date: _____

APPROVED

DENIED

Divisional Director Signature: _____ Date: _____

APPROVED

DENIED

Please return this form to the Program Office:

Urology Residency Training Program
 Alberta Urology Institute Inc.,
 Suite 400 Hys Centre, 11010-101 Street
 Edmonton, AB T5H 4B9
 Phone: (780) 441-2579 Fax: (780) 990-7092