

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
 FOR POSTER PRESENTATION OR 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: _____

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

DEPT. OF SURGERY RESIDENT TRAVEL POLICY

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

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 (PGY3 and above)
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- The Department of Surgery will provide a maximum of \$1,000.00 per resident per year. Expenses beyond \$1,000.00 will 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 costs prior to actual departure date (see appendix A)
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- The Divisional Director is responsible for ascertaining that the resident is presenting at a scholarly conference.
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- 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.
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- Where possible, hotel accommodations and care travel should be shared.

A letter of approval will be provided to the resident from the Department of Surgery (see appendix b).

RESIDENT TRAVEL EXPENSE APPLICATION FORM

Date of Request
Name of Resident U of A ID Number
Campus Address <i>(To send confirmation)</i>
Event
Location
Date of Event
Purpose of Attendance

Please provide an estimated cost in each applicable category below.

Registration Fees	
Transportation <i>(Ground/Air)</i>	
Accommodations	
Meals <i>(Alcohol will ne be reimbursed)</i>	
Other	
Total Estimate <i>(in CDN funds only)</i>	

Distribution of Costs

	Amount	Speedcode
Department of Surgery	\$1,000.00	53117
Division*		
Resident		
Total Cost**		

Resident Signature _____

Date _____

Approved by
Divisional Director Signature _____

Print Name _____

Date _____

Received in Surgery Finance office

Date _____

*Division approval expenditure: Please provide speedcode

**Total cost amount should agree with total estimated cost above

TRAVEL REIMBURSEMENT POLICY

The current policy for resident travel assistance to attend conference for paper/poster presentations, or attend courses, may be available through each division. A 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:

- Airfare itinerary – identifying the amount of the ticket and GST breakdown (*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

MEETINGS

When attending a meeting the following is required:

- copy of agenda as relates to the purpose of your tripl

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*)
- VISA statement (*required*)

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.