

Policies and Procedures for Resident Travel Reimbursement

1. Each resident or fellow may travel two times within an academic year: one for a national meeting and one for a meeting at the local, state or regional level. Only one of these trips can be used to support the presentation of a case report and only if deemed acceptable by the Program Director and the Director of Research. An abstract from a research study may only be presented twice, as above, at a national and a local, state or regional conference.
2. **Travel within the continental US will be supported within these guidelines:**
 - a. Transportation: coach class plane fare or price competitive ground travel. Please note that reimbursement for car rentals will be denied. You may rent a car for your personal use.
 - b. Registration fee for conference
 - c. 2 nights of stay in hotel
 - d. 2 days of meals (approximately \$50 per day with itemized, original receipts)
 - e. Exceptions may be granted upon review by Dr. Szpunar
3. Only the presenting resident/fellow (**For RESEARCH: PI or co-author who is on the approved team list at the time the abstract was submitted; for a CASE REPORT: first author**) expenses will be covered as noted above. Family and significant other expenses will not be covered under any circumstances. If the resident wishes to stay at the meeting longer, he or she may use his or her own educational or personal funds.
4. Each resident/fellow must submit a travel grant application that is signed by the faculty/program director. This must be accompanied by a copy of the 1) abstract; 2) letter of acceptance; and 3) preliminary program.
5. All Ascension St. John Hospital policies regarding travel apply. Please make sure you use Carlson Wagonlit for your travel arrangements (found on the Ascension Health portal under travel services). We cannot guarantee that you will be reimbursed for arrangements made on your own.
6. AFTER your presentation/travel, please **delegate** Debbie LaBuda Spampinato to enter your expenses. Note that this is only for research-related expense reimbursements.
7. If you are a fellow who completed residency at Ascension St. John Hospital, you must have a manuscript describing your scholarly activity project on file in the Research Office to be eligible for a travel grant.
8. There are no funds available through GME Research for medical student travel. Students should apply to their schools for travel grants.
9. Abstract submission fees will only be reimbursed if selected for presentation, and will be reimbursed at the time of travel reimbursement.
- 10. No expenses can or will be covered for presentations (including case reports) that have not been approved by the IRB or received an IRB exemption. Case reports must be submitted to the IRB for an exemption (determination of “not research”).**
- 11. We can longer reimburse residents or fellows for travel that occurs after they graduate, even if the work was done while at Ascension St. John Hospital.**

Ascension St. John Hospital
Department of Graduate Medical Education Research
RESIDENT TRAVEL GRANT APPLICATION

Resident/Fellow: _____ **Program:** _____ **Date:** _____

Abstract Title: _____

(attach copy) _____

Research study: IRB study # _____ **or Case Report (attach IRB approval letter)**

Title of Meeting: _____

(attach registration info) _____

Dates to be held: _____ **Location:** _____

ESTIMATED COSTS:

Round trip airfare \$ _____

Meeting Registration fee \$ _____

Abstract Submission fee (if applicable) \$ _____

Two night hotel stay (@ \$ _____ per night) \$ _____

Meals for 2 days (\$50/day, *with itemized receipts*) \$ _____

Transportation (includes taxis, mileage) **NO car rentals** \$ _____

Miscellaneous expenses (tips, parking fees) \$ _____

TOTAL REQUESTED \$ _____

I agree that the funds requested are appropriate for the applicant's attendance at this meeting.

Faculty Mentor or Program Director: _____

Approved by GME Research: _____ **Date** _____

PLEASE NOTE:

All Ascension St. John Hospital policies regarding travel apply. Please see the attached policies and procedures regarding resident travel for research presentations.

Questions? Contact Debbie LaBuda at Deborah.Spampinato@ascension.org or 313-343-3802