



## Conference Travel Reimbursement Policy

### GENERAL

General Surgery Residency Program will support the following:

PGY Level	Description	Quantity per Year	Approval	Amount per Year
PGY1-5	<b>Conference if presenting</b> (1 per academic year) Travel/accommodation/registration costs	1	Program Co-Directors	Up to \$1,000
PGY1-4	<b>Conference/course if not presenting</b> (1 per academic year) Conference registration cost or cost of appropriate medical education related course	1	Program	Up to \$300
PGY1-5	<b>BCSS Annual Meeting</b> Travel costs, including airfare or mileage to and from	1	Program	Up to \$300
PGY5	<b>Review course</b> (1 per academic year) Registration and travel costs	1	Program	Up to \$1,500
<b>Residents on research</b>		Amounts are prorated		
<b>Residents on leave</b>		Not eligible		

Claims and reimbursement forms must be submitted during current academic year as per **following timeframe**:

- Conferences and courses – July 1<sup>st</sup> to March 15<sup>th</sup> (as per fiscal year guideline)
- BCSS Annual Meeting – after the event

**Failure to meet the above criteria may result in ineligibility for reimbursement.**

### REIMBURSEMENT PROCESS

The following conditions apply (consistent with UBC PGME Finance and Travel Guidelines):

1. Request for time off to present at a conference or attend a conference/course **must be approved** by the service that you are rotating on.
2. Request for conference reimbursement if presenting (up to \$1,000) **must be approved** by the Program Co-Directors. Other requests **must be approved** by the Program.
3. **Conference Travel Reimbursement Form** must be completed, signed and emailed to Program with electronic receipts attached.

Notes:

- Airline itinerary-receipt should show the dates, breakdown of cost and form of payment. Airline tickets must be booked in advance at the lowest rate.
- When possible, residents are encouraged to share accommodations.
- Residents **presenting at a conference** are required to provide a copy of confirmation of acceptance for presentation or the conference program indicating their name and presentation.

**Failure to meet the above criteria may result in ineligibility for reimbursement.**