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# Procedure for Conference travel

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## 1. BEFORE SUBMITTING ABSTRACT:

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- Complete the Program Director Pre-Approval form and submit to the GME office. This requires a meeting with the PD. *(This form can be found in MedHub and in the GME office.)*
  - Prior to submission, abstracts require approval by the Program Director. Without proper pre-approval forms ahead of submitting your abstract may result in the denial of reimbursement. The PD pre-approval form has to be approved and submitted to the GME office. Once this approval is given, you may submit your abstract.
    - The GME office will review your completed pre-approval form. Forms will be returned if incomplete and/or missing information.
  - At this time, do not plan arrangements for travel until abstract is accepted. Once abstract is accepted, submit abstract and abstract acceptance to the GME office in order to have the PD approve your travel.
    - If you do not submit your abstract acceptance and a copy of your abstract to the GME office, travel expenses will not be reimbursed.
  - Please inform the appropriate parties (Chief Residents, PC) of your upcoming travel plans in order to ensure proper coverage.
  - Once abstract is accepted and travel is approved, complete the Advanced Travel Seminar form.
    - Upload the abstract and presentation information into MedHub under Learning Portfolios – Residents. This makes it easy to track your scholarly activity and for you to have it as a part of your CV.

## 2. ADVANCED TRAVEL SEMINAR FORM

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- Complete the Advanced Travel Seminar Form. *(This form can be found in MedHub and in the GME office)*
  - Travel allowance per trip: \$1750 not including registration
  - Please submit Advanced Travel Form with time (at least 2 weeks ahead of travel). **DO NOT** submit one day prior to your travel. **IT WILL NOT BE APPROVED** by administration.
- Attach abstract, conference pamphlet information, hotel, flight, and registration receipts with the form and submit to the GME office.
  - The GME office will review your completed advanced travel form. Forms will be returned if incomplete and/or missing information.
- For poster presentations, a pdf of the poster needs to be submitted.
  - Forms will not be accepted without the above-mentioned attachments.
    - ❖ Travel tips:
    - ❖ Keep all itemized receipts for reimbursement. No itemized receipt, no reimbursement.
    - ❖ Review the travel policy found in MedHub or the NCH website.
    - ❖ If you are using your personal car to travel, only mileage is reimbursed not gas expenses.

▪ Travel Incidentals:

- ❖ The following items may be included for reimbursement by the trainee:
  - Personal Meals up to \$ 61 per day (Please note that when meals are included in the price of conference or meeting, NCH will not reimburse if employee chooses to eat elsewhere)

For meals that are included in the conference, meals will be reimbursed as follows: Breakfast: \$13, Lunch \$19 and Dinner \$29.

- Car rental (if pre-approved by Program Director)
    - \*Only Basic/economy rental car will be reimbursed
  - Taxi (for necessary travel to and from airport/hotel/conference with detailed receipt)
  - Airport or Conference Parking
  - Uber (For necessary travel to and from airport/hotel/conference with detailed receipt)
  - Reasonable tips
- ❖ The following items are not reimbursable:
    - Alcohol (beer, wine, and other spirits)
    - Meals for family members, travel companions
    - Insurance with car rentals
    - In-room movies/room food service
    - Upgraded hotel rooms
    - Meals that are included in the program or meeting registration fee or paid for by someone else who will be reimbursed by NCH for purchasing the meal.
    - Any expense not pre-approved by the Program Director.

### 3. AFTER THE TRIP → TRAVEL EXPENSE VOUCHER FORM

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- Once the trip is over, collect all your itemized receipts and complete the Travel Expense Reimbursement Form.
  - DO NOT Submit until you have all itemized receipts. For hotel and car rental receipts, please submit the FINAL receipts.
  - DO NOT Submit just your receipts without a completed form, it will be returned.
- Expenses over \$1750 will not be reimbursed. Any receipts with any non-reimbursable items on it will have to be corrected and adjusted by you prior to submission. Make sure you add the corrected amounts on the Travel Expense Form.

For taxi/uber receipts, please include the receipt with the details on pick up and drop off locations.

The GME office will review your completed travel expense form before submission to accounting for approval. Forms will be returned if incomplete, missing receipts, missing information or if receipts have not been corrected if non-reimbursable items were purchased.

**ANY AND ALL SCHOLARLY ACTIVITY NEEDS TO BE ENTERED INTO MEDHUB UNDER YOUR RESIDENT PORTFOLIO. IF IT IS NOT ENTERED, NO REIMBURSEMENT WILL BE SUBMITTED UNTIL ENTERED.**

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE GME OFFICE –  
(239) 624-0030**

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