

Department of Orthopaedic Surgery Resident Travel Policy and Instructions

Travel Policy

- If a Resident is invited to present his/her research at a national conference, the Department will pay travel expenses for one trip per research project. This trip includes only the night before and/ or after the presentation.
- Chief and Research year residents will receive funding each year to attend the ORS (Orthopaedic Research Society) and/or AAOS (American Academy of Orthopaedic Surgeons) annual meetings. The amount of funding will be determined each year.

Instructions

Before going on a trip:

1. A Resident must notify the Residency Program Coordinator, in writing, of travel plans before the Resident can submit a leave request to attend the meeting.
2. The Residency Program Coordinator will verify funding for the trip, enter the information into the Travel online system, and notify the Resident that he/she may request leave from his/her Service Chief. The Program Director may then approve the leave. A formal request for time off will be submitted at least 6 weeks prior to the chief of the rotation affected (including research mentor) as well as the program director.
3. The Resident's approved leave will be noted on the Resident Vacation/Leave Calendar.

During the trip:

1. The Resident must collect original receipts for air and ground travel, meeting registration, hotel and any other expenses. Receipts must show a transaction of purchase and include the name of the resident and method of payment (meals receipts excluded). Meal receipts must show date of purchase. **Bank statements and internet receipts will no longer be accepted.**
2. Residents may share accommodations to save money. But, submitted receipts must show only the expenses of one Resident. A Resident cannot pay for another Resident's expenses or significant other or any other person (meals, hotel, registration, etc...) and receive reimbursement for those expenses.

After the trip:

1. The Resident will submit all original receipts to Residency Program Coordinator for reimbursement. **If the Resident does not have the original receipts for air and ground travel, meeting registration, hotel and other expenses, the Resident will be responsible to obtain these receipts.**
2. After the Residency Program Coordinator processes the travel reimbursement, the Resident will receive an email request to approve the reimbursement. Once approved, the Department will approve the reimbursement and the Resident will receive a reimbursement via direct deposit.