**Brigham and Women’s Hospital Department of Surgery**

###  2019-2020 Resident and Fellow Travel Policy

It is the policy of the Department of Surgery to encourage formal scholarly presentations at surgical meetings or forums and to encourage such presentations by providing travel reimbursement to eligible residents and fellows within the department as part of their training. Travel reimbursement will however, be subject to the availability of Departmental funds. All travel, whether reimbursed or not, must be approved by the Program Director. For reimbursement, a Travel Authorization Form must be completed and approved by the Program Director, Surgical Residency Program and/or the Chairman, Research Committee prior to the anticipated travel.

Funding by the Department is to be considered a last source after other available direct divisional or grant support has been exhausted. Availability of funds may vary from year to year.

# ACGME accredited residents

**Clinical categorical residents [PGY 1 – 2]**

* PGY 1 - 2 residents are not permitted to travel to professional activities during their clinical responsibilities, including scheduled shifts, call, or required patient care responsibilities.
* Residents should plan their vacation time around any professional activities in which they would like to participate and are encouraged to wait until their formal research time for any prolonged presentations and conferences.

**Clinical categorical residents [PGY 3 – 5]**

* The PI in the lab should be the first sponsor/request for expense.
* If the PI does not have evidence of sufficient funds for travel, residents may travel after **prior approval** from the Program Director for continental US travel (and Canada) to meetings where presenting a paper. Covered expenses are limited to reasonable and customary for airfare, other transportation, meals and hotel unless the Program Director and/or Chairman, Research Committee has granted prior approval. Internet usage is not reimbursable.
* If a resident is presenting at a meeting, he/she can also attend that meeting for the day(s) of the presentation.
* If Department funds are being used, the Surgery Education Office must be notified prior to travel with the program director’s approval.

**Clinical categorical Residents [PGY 4 – PGY 5]**

* Residents may have 3-4 days [including travel time] away for one academic meeting in either the 4th or 5th year. Review Courses do not qualify as academic meetings.
* No more than 10 clinical days can be missed for fellowship/employment interviews between the 4th and 5th years. Any additional time will be deducted from vacation time.
* Travel is subject to approval from Program Director.

**Research / Lab Fellows**

* Travel should be paid by division, research lab PI, or grant support funding.
* Continental US travel (and Canada) will be reimbursed to one meeting when presenting a paper that was based on only research done at BWH during resident/fellowship training.
* There will be a six-month grace period after returning to clinical duties, subject to prior approval from the Research Committee Chairman and Program Director, to present a paper from fellowship training.
* Fellows returning from overseas to present papers while working under Department of Surgery sponsorship are responsible for their travel to the United States. They will be reimbursed for their travel within the continental United States only.

# Non ACGME accredited Clinical or Research Fellows, Preliminary and Specialty Residents

Travel is subject to the prior approval of the Division Chief and must be supported by Division or grant Funds.

**Reimbursement Guidelines for ALL TRAVEL REIMBURSEMENT:**

Typically, foreign and non-continental US travel (excluding Canada) will not be approved. The Program Director and Research Committee Chairman will consider special exceptions. If approved for presenting a paper, foreign travel will be reimbursed at 50%. All requested expenses must adhere to the PHS travel reimbursement policies in effect at the time of travel. Costs for presentation materials must be approved in advance by the Research Committee Chairman or Program Director, depending on funding.

**Transportation:**

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| **Expense** | Limit | **Documentation Required** |
| Airfare / Train / Bus  | Coach Fare between Boston and the location of the meeting. | Original Boarding Pass, Passenger Receipt with amount paid clearly shown, + Itinerary. |
| Taxi | To and from airports only. | Original Receipt. |
| Meals | Max $50/day, including all taxes and tip. | Detailed receipt with food/drink items listed. Summary receipt not permissible. |

**Lodging:**

* Single Room plus all taxes for basic room rate of the hotel offering meeting/conference accommodations. If deposit is required, the DOS will pay single room rate deposit if needed.
* If rooms are no longer available in conference hotel, alternate accommodations must have comparable rates.
* Internet connection fees are non-reimbursable.

**Registration Fees:**

* All Conference Registration Fees will be reimbursed in full. If advance registration is required, the DOS will pay directly.

**Meals and Other:**

* Reimbursement will be up to a maximum of fifty dollars ($50.00) for each day at the conference to cover all expenses including (but not limited to) meals, tips, and taxi fares other than to and from the airport. Original receipts must be attached for meals to obtain reimbursement. No personal expenses, including phone use or internet access, will be covered.

**Reimbursement:**

* To obtain reimbursement, all original detailed receipts, boarding passes, etc, must be kept & brought to surgery education with appropriate documentation.
* Expense Forms must be signed by the Program Director, Surgical Residency Program or the PI; whoever is funding trip.
* For Residents using Department/Education funds, all forms must be sent to the Surgery Education Office for processing.
* For Fellows using grant, division or research funds, all forms must be sent to the DOS Business Office or Research Administration/PI research manager for submission to PHS AP.

The Travel Authorization Form and original receipts for all expenses must be presented at time of reimbursement. Accounts Payable will not reimburse unless original receipts are attached.