



THE UNIVERSITY  
of NORTH CAROLINA  
at CHAPEL HILL

DEPARTMENT of SURGERY  
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**UNC Department of Surgery  
General Surgery Residency Program  
Resident Travel Policy**

This policy provides guidelines for residents in the Department of Surgery for travel expenses related to original scientific work at regional or national professional meetings, where research is subject to peer-review and competitive selection, as well as designated research and career development workshops for residents during dedicated research years. This policy applies to residents conducting research at UNC and not at another institution. No international travel or travel to Alaska or Hawaii will be reimbursed. For meetings, only the presenting author will be eligible for reimbursement.

**Meetings eligible for Department of Surgery reimbursement**

- Residents with accepted oral presentations will be supported to attend:
  - one national scientific surgical meeting during clinical years 1-3 (PGY1-3)
  - one national scientific surgical meeting during clinical years 4-5 (PGY4-5)
  - one national scientific surgical meeting during clinical year 6 (PGY6) [for Plastic Surgery and CT Surgery residents]
  - one national scientific surgical meeting during the research year
- Residents during research years will also be supported to attend the following:
  - AAS Fundamentals of Surgical Research Course (Research Year 1)
  - AAS Career Development Course (Research Year 2)
  - Academic Surgical Congress (Research Year 1)
- Other considerations\*:
  - Poster presentations will not be supported by Departmental funds
  - In rare circumstances, selected poster presentations may be considered if approved by the Program Director and Vice Chair for Research
  - If the resident would like to present at a regional meeting in lieu of a national meeting, approval must be sought by the Program Director and Vice Chair for Research in advance of the abstract submission
  - The time period is from July 1 – June 30
- The final decision as to the legitimacy of any meeting will be at the discretion of the Program Director and Vice Chair of Research. If the Program Director and Vice Chair of Research are conflicted or dispute the decision, the decision will be made by the Chair.

**Requirements Prior To Travel**

- Travel must be approved by both the Program Director and Vice Chair for Research prior to the time of abstract acceptance

- Travel must be coordinated among residents to assure no gaps in service coverage
  - If scheduling conflicts arise, disputes will be settled by the Program Director
- Requests for travel must be made via the program coordinator at least 8 weeks prior to planned travel
  - Travel request should be made through your program coordinator
    - They will provide you with an appropriate form
  - All expenses will be reimbursed only after all receipts are submitted and must be completed within 2 weeks of travel to allow for processing time
    - The university will reject all reimbursement request submitted > 4 weeks after completion
  - Travel without prior approval will not be reimbursed
- Travel grants (when available) must be applied for, with documentation, prior to use of Department of Surgery funds. Department of Surgery funds may be used to supplement travel grant. The combined total of the travel grant and Department of Surgery funds may not exceed **\$1500** per meeting, as set forth in the reimbursement schedule.
- External funding sources when available should be used prior to Department of Surgery funds.

### **Reimbursable Travel Expenses**

- Coach class airfare must be purchased at least 21 days in advance
- For clinical year residents, lodging is not to exceed two consecutive nights\*\*
- For research year residents, lodging is not to exceed the length of the meeting
- If more than one resident is attending the meeting, residents should share rooms when possible and appropriate
- Lodging is not to exceed the designated meeting hotel rates
- Meals for the presenter at UNC per diem rate (alcohol will not be reimbursed)
- Registration Fees (limited to early and/or trainee registration rates)
- Taxis/Parking fees (public transportation should be used when feasible)

### **Reimbursement Schedule**

- Poster Printing
  - up to \$100
    - UNC Print Shop: <https://enterprises.unc.edu/printing/print-services/>
- National Meetings
  - up to \$1500 total will be reimbursed by Departmental funds
- Regional Meetings
  - up to \$1200 total will be reimbursed by Departmental funds

\*If a Division or Residency Program has Medical Foundation funds, or equivalent, available, at the discretion of the Chair, residents may be approved and supported to attend additional national meetings to delivery oral presentations (not poster presentation).

\*\*Exceptions may be granted by the Program Director for valid rationale.