



Resident Travel Policy

This policy provides guidelines for residents in the Department of Surgery for travel expenses related to original scientific work at national and regional 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.

Residents will be supported with travel funds to attend scientific surgical meetings to deliver oral presentations. Poster presentations will not be supported by Departmental funds.

- Travel support up to a total of \$2000 during clinical years 1-3 (July 1 – June 30)
- Travel support up to a total of \$2000 clinical years 4 and above (July 1 – June 30)
- Travel support up to a total of \$2000 during career development time if no other grant funds are available

Meetings/Workshops eligible for reimbursement during research years

- AAS Fundamentals of Surgical Research Course (Research Year 1)
- AAS Career Development Course (Research Year 2)
- Academic Surgical Congress (Research Year 1)

Requirements Prior To Travel

- Travel must be approved by the both the Program Director and Vice Chair for Research no later than 1 week after the date of abstract acceptance
- Travel must be coordinated among residents to assure no gaps in service coverage
 - In general, travel should be only for 2 nights but will be at discretion of the Program Director
 - 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 forms are available on the resident Wiki or from the Program Coordinator
 - All expenses will be reimbursed only after all receipts are submitted (must be completed within 2 weeks of travel)
 - 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 grants. The combined total of the travel grant and Department of Surgery funds may not exceed the funding limits 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 not to exceed two consecutive nights
- For research year residents, lodging 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 not to exceed the designated meeting hotel rates
- Meals for the presenter at 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)

The final decision as to the legitimacy of any meeting will be at the discretion of the Program Director and Vice Chair of Research.

For residents who have exhausted their travel funds and have oral presentations at national surgical meetings (including major specialty meetings), the department is committed to supporting these academic accomplishments. The trainee and their faculty mentor can appeal to the Vice Chair for Research and relevant program director to consider supporting this.