A Prior-Authorization Expense Request form must be submitted prior to incurring any expense. Funds will not be available without prior authorization.

Department of Surgery
Resident/Fellow Travel Expense Reimbursement Policy

Resident travel will be supported to further the education and research goals of the department, as well as to provide avenues of professional development for each resident.

- Clinical chief residents/senior fellows may be allowed one funded meeting per year of up to $1750.00 reimbursable expenses. The purpose of this meeting is for education in an area of clinical and/or research interest or for presentation of research not selected for a full podium presentation.

- Residents on research rotations and, to the extent possible, all resident travel expenses will be covered by funds from the Principal Investigator in their supporting lab.

- In the event funds from their supporting lab and Principal Investigator are unavailable, research residents whose work has been accepted for a long oral paper presentation may be reimbursed for up to $1750 for travel expenses for, to be authorized in advance by the Program Director and Administrator.

- Department funds may not be used to reimburse travel expenses for poster presentations, but may be funded by the Mentor, Principal Investigator, sponsoring Faculty Member, or Division Head.

- All resident and fellow meeting submissions need to be authorized in advance by one of the following: a Faculty Member, Mentor, or Principal Investigator; and by the Program Director, and the Department Administrator.

- Some travel expenses can be prepaid by the Department of Surgery, i.e. airfare and registration.

- Reimbursements will be based on UMMS employee travel policies - See attached Quick Reference Guide of UMMS Travel Policy.

- Whenever possible, same gender residents must share hotel rooms and transportation.

- Lodging will be reimbursed at the meeting discounted room rate only, and only for the dates of the meeting.

- The following expenses will NOT be reimbursed: fees for late registration and car rental.

UMMS Accounts Payable department requires dated ITEMIZED ORIGINAL receipts or invoices for all expenses, transportation, lodging, meals and a PAID RECEIPT or CONFIRMATION LETTER for conference fees. Credit card receipts are not considered to be itemized receipts for these expenses. UMMS follows IRS regulations for reimbursable business expenses. The traveler is responsible for the accuracy and completeness of the expense report and back-up receipts. Reports not completed properly or missing original receipts will be returned to the traveler.

Please submit all UMMS check requests and reimbursements to Mary Cawley for review and submission (Univ campus, Surgical Education Office S3-817).

Medical students and other trainees are not eligible for reimbursement for travel via this mechanism, but are the responsibility of the Principal Investigator, sponsoring faculty member, or Division Head, as appropriate.

Rev. May 2012