

NORTHWESTERN UNIVERSITY FEINBERG SCHOOL OF MEDICINE  
DEPARTMENT OF SURGERY  
POLICIES & PROCEDURES

## Resident Research Travel Policy

Effective from 7/1/2018

### PURPOSE

To inform residents about the process for obtaining research meeting travel approval and reimbursement.

### ELIGIBILITY

1. Categorical general surgery residents during their lab years at NU who have an oral presentation accepted to a national meeting in the continental United States.
2. Categorical general surgery residents presenting research that was conducted during their lab years at NU who have an oral presentation accepted to a national meeting in the continental United States.

Please note: If you are seeking authorization to attend a meeting that is unrelated to research conducted in your lab years and you are not a lab resident please see the [Resident Educational Meeting Travel & Reimbursement Authorization](#) form.

Residents should make a concerted effort to seek travel scholarships from surgical or scientific foundations or travel subsidies available within the University or NM, such as the NMH Goldberg Award prior requesting reimbursement from the Department of Surgery. There are four cycles for the NMH Goldberg award; the announcements go out in October, February, May, and August

### PROCEDURES

1. The Department of Surgery will sponsor Northwestern University research residents in their first year to attend the Academic Surgical Congress; this should be considered a mandatory meeting for first year residents. Second year residents are also strongly encouraged to attend; *sponsorship preference* will be given, but is not limited, to those with oral presentations.
2. The Department of Surgery will also sponsor Northwestern University research residents in their first year to attend the AAS Fundamentals of Surgical Research as well as the AAS Career Development Course. Both are held in conjunction with the American College of Surgeons Clinical Congress in October. These are both strongly recommended, but not mandatory to attend. Residents in their second year are encouraged to attend the Scientific Forum; sponsorship preference will go to those with podium presentations.
3. For all other national scientific and surgical meetings, the Department of Surgery will sponsor categorical general surgery research residents to attend the meeting if the resident submitted an abstract that was accepted for ORAL/PODIUM presentation. The Department of Surgery will not provide reimbursement for a resident to attend a meeting for a poster presentation.

### TERMS:

- a. If the senior author is not a faculty member of the Department of Surgery, the Department of Surgery must be acknowledged as one of the contributing academic departments.

- b. Travel outside of the continental United States will not be sponsored.
  - c. International travel will not be sponsored.
  - d. The Department of Surgery will provide reimbursement for up to two meetings total per academic year (July 1 – June 30) per resident.
  - e. Air, hotel, registration, food, and ground transportation will be reimbursed only after submission of all receipts. Department reimbursement may not cover all expenses.
  - f. Hotel expenses will be reimbursed up to \$250 (exclusive of taxes) per night.
  - g. If two or more residents are traveling to the same meeting they must share rooms whenever possible.
  - h. Airfare will be reimbursed up to \$400 per round trip flight.
  - i. Airfare must be coach.
  - j. Ground transportation should be shared when more than one resident is attending the same meeting, if possible.
  - k. Ground transportation to and from the airport must be limited to \$25 per resident each way. Public transportation should be utilized when possible.
  - l. Food reimbursement will be limited to \$15 for breakfast, \$20 for lunch, \$40 for dinner, with a cap of \$75 per day.
  - m. Charges incurred by spouses and significant others will not be reimbursed.
  - n. Internet and alcohol will not be reimbursed.
  - o. Detailed receipts for all food purchases must be submitted (i.e., itemized original restaurant receipt). A copy of a credit card statement alone is not sufficient.
  - p. Hotel will only be reimbursed during the dates of the meeting. If the meeting starts in the AM, the resident may stay in the hotel the night before. If the meeting ends by 6pm, hotel will not be reimbursed for that night.
  - q. If a resident would like to stay past the meeting date, any additional charges incurred during that time will be the responsibility of the resident.
  - r. All itemized receipts must be submitted in order to be reimbursed. Do not highlight or write on receipts; include a note stating which items are being requested for reimbursement.
  - s. Unmarked receipts and completed travel form must be submitted to Melanie Mkrdichian or Jackie Glenn within 2 weeks after the end of the meeting.
  - t. Total costs to be reimbursed PER MEETING for ORAL/PODIUM presentations will not exceed \$1,250 per meeting per resident.
  - u. For those who have obtained a travel award/scholarship, the Department of Surgery will reimburse for excess, allowable travel expenses with a combined total travel allowance not to exceed \$1,500.
4. To APPLY for travel reimbursement from the Department of Surgery, the resident must submit the ***Resident Research Travel Reimbursement Authorization Form*** to Melanie Mkrdichian or Jackie Glenn within 2 weeks of the abstract acceptance notice:
  5. Once the information is submitted, notification of approval status will be determined as soon as reasonably possible.