



Lahey Hospital & Medical Center

Alumni Association

Alumni Association Funding for Resident/Fellow Travel Expenses

Program Overview

Scope of Program

Due to the generous support of loyal alumni, the Lahey Alumni Association is able to offer residents/fellows assistance with travel expenses for meetings and conferences. Additional requests for assistance with miscellaneous expenses, such as safety glasses, are occasionally considered.

- Funding will be considered after meeting/conference attendance is completed. A maximum of \$300 may be granted for a resident/fellow to attend a conference (one per year).
- A maximum of \$750 may be granted for a resident/fellow to present at a conference (two per year).
- Residents/fellows who present must submit a research manuscript or poster for Postgraduation Recognition Day, which is held at the end of the academic year.

How to Apply

In order to obtain funding, the program director must:

- Complete and sign the application for alumni funding for travel expenses (below).
- Attach copy of the professional absence authorization form. Attach copy of receipt for any miscellaneous costs incurred.
- Requests for reimbursement must include:
 - copy of all expenses incurred
 - copy of abstract and program
- Forward both forms (and miscellaneous receipt, if applicable) to the Alumni Association Office for review.
- Please allow two weeks for processing.

Application Form

Program Director Name: _____

Residency/Fellowship Program Name: _____

Resident/Fellow Name: _____

Conference/Meeting Name: _____

Date of Conference/Meeting: _____

Type of Funding Requested: (Receipts must accompany application)

- Attending Conference
- Presenting at Conference
- Miscellaneous Expense
- I agree to submit a research manuscript/poster for Postgraduate Recognition Day

Professional Absence Authorization Form (attach completed copy): yes no

Send application to the Alumni Association Office for review:

Attention: Lisa G. Polacke
Assistant Director of Philanthropy Services
Philanthropy Office
Lisa.G.Polacke@Lahey.org