

Department of Medicine
Application for Departmental Travel Funds for Residents

Please note:

This form must be completed and submitted to the Department of Medicine office for approval **BEFORE** travel arrangements are made.

Timing must be such as to allow the Department to process your request and to allow you to arrange the most economical travel arrangements, i.e. for air travel this would normally be economy class booked at least 6 (six) weeks prior to departure.

Name: _____ Email: _____

Training Level (please circle): PGY-1 PGY-2 PGY-3 PGY-4 PGY-5 PGY-6

Name of Meeting: _____

Place of Meeting: _____

Date meeting starts: _____ Date meeting ends: _____

Dates you will be attending the meeting: _____

Are you personally presenting a paper? Yes No

Will you receive support from any other source to attend this meeting? Yes No

If "Yes" please give source and amount:

Source: _____ Amount: _____

Source: _____ Amount: _____

If "No" indicate sources requested from:

1. _____
2. _____
3. _____

*possible sources include your attending staff and Division if specialty specific

Amount Requested: _____

Signature of trainee Date

Signature of Program Director Date

Amount Approved: \$ _____

Reviewed by: Resources and Communications Officer Date

Approval of Department Head, Dr. John L. McCans Date

TRAVEL POLICY FOR DEPARTMENT OF MEDICINE HOUSESTAFF

Preamble

The Department of Medicine provides travel funds for its housestaff to attend scientific conferences/meetings or review courses which enhance their medical training. Such funding must be monitored to ensure compliance with housestaff travel budget.

Principles

1. Financial assistance for **PGY-1s** is available **to a maximum of \$850**. If presenting either a paper or poster based on work done at Queen's financial assistance is available to a **maximum of \$2,000**.
2. Financial assistance for **PGY-2s** is available to a **maximum of \$850**. If presenting either a paper or poster, financial assistance is available to a **maximum of \$2,000**.
3. Financial assistance for **PGY-3s** is available to a **maximum of \$1,000**. If presenting either a paper or poster, financial assistance is available to a **maximum of \$2,000**.
4. Normally **PGY-4 to PGY-6** trainees are **expected to obtain funding from Divisional sources** or sources related to the research they are presenting. **If no such funding** is available, the **Program Director of the subspecialty** should apply to the Department **in writing for Departmental support**. Financial assistance is available to a **maximum of \$750**. If presenting a paper or poster, financial assistance is available to a **maximum of \$1,500**.
5. Travel assistance **must be preauthorized at least 6 weeks in advance**, (before call schedule is made), of a meeting by submitting a Resident Housestaff Travel Assistance form to the Department Office.
6. If alternate revenue sources are available, the Department of Medicine will cover a funding shortfall which is mutually agreed upon and preauthorized.
7. The Program Director will confirm that the meeting is of academic merit.
8. Departmental support will be restricted to **one meeting per academic year** (July-June).
9. However if a resident is **presenting a paper or abstract at more than one meeting** per year they can apply for additional funding that will be discussed by the Residency Training Committee.
10. Allowable expenses include registration, travel, accommodation, and meals.
11. Chief Residents may receive an additional one-time financial assistance for their travel arrangements to attend their annual Chief Residents meeting.

Process

1. Approval must be obtained **prior** to the meeting in accordance with outlined time lines.
2. An application should include the following information:
 - The sponsoring society
 - The meeting site and dates
 - A statement that no other sources of funding are available.

3. If presenting your application **MUST** be accompanied by:
 - A copy of accepted abstract
4. Reimbursement **requires** evidence of original copies of meeting registration, airplane boarding passes or train receipts, ticket stubs, taxi / car rental receipts, hotel bills and meal receipts

Updated Sept 09