

<p>THE ICAHN SCHOOL OF MEDICINE AT MOUNT SINAI, NEW YORK</p> <p>STANDARD: POLICY/ PROCEDURE</p>	<p>SUBJECT NO.</p>
<p>DEPARTMENT: Internal Medicine Residency</p> <p>SUBJECT: Travel Request Policy</p>	

To insure that each resident has the opportunity to present a scholarly project during his or her residency, we have implemented the following Resident Travel Policy in the Department of Medicine. Please note that all required forms should be submitted by the resident to the Internal Medicine Residency Office at least 30 days prior to the conference to facilitate approval and obtain the best air and hotel fares. Please do not make any arrangements until the Residency Program has approved your travel because no reimbursement will be granted without prior approval.

Criteria

1. Travel must be approved by the Internal Medicine Program Director (Salvatore A. Cilmi). No reimbursement will be granted without prior approval.
2. Residents must be the presenter at the conference. This typically means that the resident is the first author of the abstract.
3. Funding by the Department will be limited to a maximum of \$1,000.00 per trip inclusive of all domestic travel expenses (e.g. airfare, meals, taxi and hotel). Approval for international travel will be determined on a case by case basis, and funding will be limited to \$1,500.00 per trip.
4. Any additional costs will be the sole responsibility of the traveler.
5. Time spent at the meeting is generally limited only for the presentation. This time usually does not exceed more than **two** nights. Any additional time will need to be discussed on a case by case basis.
6. Meals (breakfast, lunch and dinner) are limited to \$65 per day
7. Airfare will not be reimbursed unless it has been booked through Axiom.

Procedure

1. You must obtain approval from your research mentor before submitting your abstract to the sponsoring organization.
2. At the time of submission, you must check to see if there are any supplemental funds available to help defray travel expenses, (i.e. grant funding).
3. You are responsible for finding your own coverage during the time you are away.
4. Upon abstract acceptance, you must complete the Travel Request form and return it to the Residency Office at least 30 days prior to the meeting. In addition, you must bring the following to the Office:
 - a. Brochure for meeting (indicating registration fee and event dates)
 - b. Copy of abstract being presented
 - c. Copy of letter acknowledging abstract acceptance, must include dates of acceptance

Registration

Residents are responsible for submitting the registration form to the sponsoring organization before the deadline.

Be sure to retain all original receipts including:

1. Registration fee confirmation. You will need either a credit card statement or canceled check from the organization sponsoring the meeting as verification of the registration cost.
2. Airline itinerary for dates of travel, including cost of airfare. If purchasing an e-ticket, be sure to get a receipt. All airfare must be booked through Axiom.
3. Itemized hotel bill.
4. You will only be reimbursed for the original itemized receipts that are submitted.

House Staff Conference Travel Request Form

Date of Request: _____

Name: _____

Name of Meeting: _____

Dates Presenting: _____

Dates of Travel: _____

Location of Meeting: _____

Purpose of Attending: _____

Estimated Cost of Trip: _____

Transportation: _____ Meals: _____

Registration: _____ Hotel: _____

Total: _____

I have read the above mentioned Internal Medicine Residency travel policy and the MSSM travel policy and am aware of the reimbursement guidelines. Please accept for my travel.

House Staff Signature

Approvals:

Program Director

