

## **FY 14 Professional Expense Policy for Conference Attendance Among Medicine Department Housestaff**

Permission to **attend** professional conferences is separate from the decision for **reimbursement**.

### ATTENDANCE:

Housestaff must request permission from the program director to miss work to attend conferences. This will only be granted when the trainee is the one presenting author of an abstract accepted for presentation. Permission to attend must be requested as soon as possible. Please note that permission will only be granted for significant national, and only some regional, conferences at the discretion of the program director.

Written acknowledgement of abstract acceptance must be given to the program director at the time of the official attendance request. Housestaff must arrange their own coverage for any and all work missed (i.e. including some “elective rotations,” ask your chief residents). If attendance would cause you to miss a clinic day, you must notify the chief residents as soon as possible in advance so that you will be changed to a pre-call clinic. You **cannot** arrange for continuity clinic coverage by another resident.

### REIMBURSEMENT:

Reimbursement for housestaff attendance at conferences is limited to scholarly work that was performed at GW or an affiliated site during residency or fellowship. Only the one presenting author will be reimbursed for conference attendance, and only domestic conferences will be considered for reimbursement. Preliminary approval should be sought from the program director at the time of submission because we will only grant reimbursement for certain highly reputable conferences (for the most part national, only a few regional, and never international conferences).

Reimbursement must be **preapproved by the program director before scheduling**. See the residency website for the travel preapproval form which must be completed and submitted to the department accounting clerk (Jocelyn Hutchinson, suite 8-416) **prior** to scheduling the trip.

Fellows will receive reimbursement according to the policy stated herein for a total of one conference per year even if they are not presenting at a conference. Attendance must be preapproved by the fellowship program director.

Reimbursement for conferences and related expenses is limited as follows:

- Registration – Standard registration fees will be reimbursed, but late registration fees will not. We will not pay for the purchase of course DVDs or any associated material that is not a requirement for attendance. Board review and similar courses (in ultrasound training, etc.) are not reimbursable. Abstract submission fees will be reimbursed, but late submission fees will not. When required for submission or significantly cost-saving for conference attendance, society membership dues will be reimbursed.
- Air fare – **Tickets must be purchased at least 30 days in advance at the lowest available economy rate**. Please check rates for all airports in the vicinity of the meeting as there may be significant differences in costs.

- Hotel/Meals/Local Transportation –A **maximum per diem of \$200 per day** will be allocated. Please share a hotel room whenever possible to ensure maximal reimbursement. (An additional \$50 per day may be allocated, after preapproval by the program director, if no other attendee is available to share a room.) The per diem is to cover everything except registration and airfare. Detailed receipts to support the per diem rate must accompany all reimbursement requests. Please note we will not reimburse for family members or others who share a hotel room with you. If you share a room with a non-GW Department of Medicine trainee, we may reimburse you for only your fraction of the hotel cost.
- Poster – The department will reimburse up to \$200 for the creation of a scientific poster to be presented at a local, regional, or national conference. You may choose to use the GW Biomedical Communications office or any other printing company. Residents should use the standard GW poster format, including logo, for work done at GW.
- Incidentals such as in-room movies, mini-bar and internet access will not be reimbursed and are not covered by the per diem.

***Receipts must be submitted within 30 days of the event. Receipts submitted after 30 days may NOT be approved for reimbursement. \*\*Books close June 15 of each year so receipts submitted after that date will be denied.\*\****

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_