

NAME _____ Date _____

Department of Surgery
Travel Request for Residents
to Present Peer-Reviewed Research



The Department of Surgery supports resident involvement in research, as it enhances the profile of the resident, their supervisors, and the Department of Surgery at Queen's. Travel claims for *Presenting Peer-Reviewed Research* will be reimbursed at a rate of 100% of the total travel cost of transportation and course/meeting registration, and 90% for other expenses (i.e. accommodation, parking, taxi, and registration) to a maximum of \$1,500 per trip.

Travel Guidelines questionnaire for *Presenting Peer-Reviewed Research*:

- 1) Name of Conference _____
- 2) Date and location of Conference _____
- 3) Has your abstract been submitted and approved by the Conference Organizing Committee?
Yes No

*If yes, please attach the confirmation to this questionnaire **and** a copy of your abstract.*

- 4) Who is your Research Supervisor?

- 5) Has the request for financial support to attend this meeting to present your research been submitted to your Research Supervisor and/or Program Director?
Yes No
- 6) Has your Research Supervisor and/or Program Director approved your attendance to this meeting?
Yes No
- 7) Is the meeting to present your research to be held outside of North America?
Yes No
- 8) Is your research project supported by external funding which includes a budget for its presentation?
Yes No
- 9) Financial support will only be offered once to a single author to present a research paper. Is this the first time to present this paper?
Yes No

PROGRAM DIRECTOR'S APPROVAL _____