

DEPARTMENT OF SURGERY

GUIDELINES FOR RESIDENT TRAVEL¹

The Department of Surgery considers that attendance at educational meetings by Residents is an important part of their residency training. The following are guidelines for two categories of Resident travel:

1) Educational Meeting travel allowance - Each Resident is entitled to a maximum for each of the following years of residency training:

- \$1,000 *Canadian* for one of the core training years (PGY1/PGY2)
- \$1,000 for PGY3
- \$1,000 for PGY4
- \$2,000 for PGY5

Travel Guidelines for *Educational Meeting* reimbursement are as follows:

- a) Reimbursement to the resident for an *Educational Meeting* will be at a rate of 100% of the total travel cost of transportation and course/meeting registration, and accommodations to a maximum of the yearly travel allowances stated above. Expenses incurred beyond the allocated amount, are the responsibility of the Resident.
- b) The resident may choose to attend several shorter/less expensive meetings up to a maximum of 7 days including travel for PGY1, PGY2, PGY3, PGY4, and a maximum of 14 days for PGY5.
- c) Educational days may not be saved and transferred to subsequent years.
- d) Application for time off for educational meetings should be processed in the same manner as vacation requests with the additional request to the Program Director/Program Committee.
- e) **Program Directors/Program Committees must approve educational meetings/courses prior to attending the meeting.**
- f) Meetings for educational purposes will be specialty specific scientific meetings, review courses, and accredited CME events in **North America** (unless agreed to in advance by the Program Director and approved by the Finance Committee)
- g) *Educational Meeting* travel allowances must be used during the intended year and cannot be carried forward to subsequent years.
- h) The Department will reimburse the individual for transportation costs (economy airfare, train travel, and automobile expenses within a radius of 500 km of Kingston), taxi to and from the airport, reasonably priced accommodation, and registration fees. Costs for meals, telephone calls and incidental expenses are the responsibility of the Resident.
- i) Access to *Educational Meeting* Travel allowances will be conditional upon the resident being up to date with the completion of Service Evaluation forms (WebEval) and their Case Logging program (T-Res)
- j) Decisions for travel must be made as early as possible in the academic year to allow duty roster planning and to gain maximum benefit from early purchase of air tickets,

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etc. Attendance at meetings should take into consideration the staffing requirements of the service. Travel time must be applied for in the same manner as vacation time.

2) Presenting Peer-Reviewed Research travel allowance – The Department supports resident involvement in research, as it enhances the profile of the resident, their supervisors, and the Department of Surgery at Queen's. The Department reserves the right to impose a maximum budget for the year.

Travel Guidelines for *Presenting Peer-Reviewed Research* are as follows:

- a) Request for financial support to attend meetings to present research must be submitted to the Program Director at the time the Abstract is submitted for consideration.
- b) Selection of appropriate North American meeting venues will be left to the discretion of the Research Supervisor.
- c) Requests to present research at a meeting outside of North America require special consideration and should be submitted to the Program Director before the Abstract is submitted for consideration.
- d) If the research has been supported by external funding which includes a budget for its presentation, then Departmental funds should not be applied for.
- e) Financial support will only be offered once to a single author to present a research paper. Presenting the paper/data at numerous meetings will not be supported unless specifically agreed to in advance by the Department Head and Finance Committee upon review of a written request from the Division Head.
- f) Travel claims for *Presenting Peer-Reviewed Research* will be reimbursed at a rate of 100% of the total travel cost of transportation, course/meeting registration, and accommodations to a maximum of \$1,500 per trip.

Each Resident is responsible for completing a *Queen's Travel Expense Report*² and submitting it along with original receipts to Kim Lloyd, Program Assistant, Department of Surgery, Victory 3, Room 118, KGH. Queen's requires the actual hotel bill (they will not accept credit card receipts) indicating that the Resident has paid it. Similarly, evidence of air and train travel must include the original ticket (or E-ticket) plus boarding passes (Queen's Financial Services will not accept travel agent invoices or credit card slips). The Department does not issue travel advances. All requests for remuneration are reviewed and authorized by the Head of the Department.

Regulations regarding the appropriate documentation for reimbursement are prescribed by Queen's University Auditors and are strictly adhered to.

² These forms are available on the Queen's Financial Services website or in the Main Office of the Department of Surgery, Victory 3, KGH or downloaded from the following website:
http://www.queensu.ca/fins/forms/pdf/travel_domestic.pdf