

TRAVEL POLICY FOR INTERNAL MEDICINE HOUSESTAFF

PREAMBLE

The Department of Medicine provides travel funds for its housestaff to attend scientific conferences/meetings where they are presenting a paper, poster, or abstract. Such funding must be monitored to ensure compliance with housestaff travel budget.

PRINCIPLES

1. Travel assistance **must be preauthorized at least 6 weeks in advance**, before the Call Schedule is made. Travel Funding Request form must be submitted to the Program Office.
2. If presenting a paper, abstract, or poster, financial assistance for **PGY1-4** in core program is available. The amount available is dependent on the conference location. If the conference is located within the Province of Ontario or the city of Montreal, the **maximum amount is \$1250**. If the conference is out of Province (excluding Montreal), the **maximum amount is \$2000**.
3. In the event that a resident reaches his/her PGY3 year and has not claimed travel funding to-date, he/she will be able to claim up to a **maximum of \$2,500** in third year.
4. The Program Director will confirm that the meeting is of academic merit.
5. Departmental support will be restricted to **one meeting per academic year** (July- June).
6. However if a resident is **presenting a paper, abstract, or poster, at more than one meeting** per year, they can apply for additional funding. The Residency Program Committee will discuss this. Additional funding may be approved but may **not exceed \$2,500** per academic year (July-June). **PLEASE NOTE THAT FUNDING IS RESTRICTED TO ONE CONFERENCE PER ORIGINAL ABSTRACT**
7. Allowable expenses include:
 - Conference registration
 - Travel (airfare/train/bus/car/taxi)
 - Accommodation
 - Meal expenses
 - Poster printing costsin **compliance with Queen's Travel Policy and Procurement Policy**
(<http://www.queensu.ca/secretariat/policies/finance/travel-and-expense-reimbursement-policy>)
8. Chief Residents may receive an additional one-time financial assistance for travel arrangements to attend their annual Chief Residents meeting.

PROCESS

1. **Deadline** - The completed application form must be submitted and approved **prior to** the meeting/conference/course in accordance with outlined timelines.
2. **Time-off** - confirmation of time off in order to attend the conference needs to be booked and confirmed in Resident Calendar at time of submission for travel funding
3. **Attachments** to include with completed Travel Funding Request form: (http://deptmed.queensu.ca/assets/residency/Travel_Funding_Request_form_2013.pdf) should include:
 - The sponsoring society, including meeting site and dates
 - Proof of acceptance to present at a conference
 - Copy of abstract
 - Confirmation of hotel booking (see # 4 below)
4. **Accommodation** - In order to secure lowest rates your hotel needs to be booked and confirmation provided by time of submission for travel funding. Claimants are responsible for justifying the cost effectiveness of their travel arrangements. The Queen's Travel Policy and Procurement Policy states that: "the standard for accommodation is a single room with a private bath in a business class hotel". Please refer to the CAUBO website (<https://www.caubo.ca/discover-caubo/member-discounts/hotels/>) as a guide for the cost, location, and selection of accommodation for travel within Canada.
Gratuitous accommodation - Persons staying with relatives or friends may claim \$30 per night in lieu of accommodation cost. No receipt is required.
5. **Meal expenses** – Meal reimbursement is limited to Treasury Board of Canada Meal Allowances (<http://www.njc-cnm.gc.ca/directive/travel-voyage/s-td-dv-a3-eng.php>).
NOTE: The cost of alcohol will not be reimbursed, if possible please pay for alcohol separately. **Original** receipts are required.
6. **Reimbursement** - consideration for reimbursement for expenses requires:
 - Submission of expense form **within 30 days** of the meeting/conference
 - Conference registration
 - The course/conference itinerary or syllabus
 - Proof of conference attendance (i.e. nametag, certificate of attendance)
 - **Original** itemized receipts, not credit card or debit card slips
 - **Original** airline paper boarding passes/train ticket stubs/taxi/car rental receipts
 - Air travel invoice detailing separate HST
 - Hotel invoice (if sharing, each claims 50%)
 - Receipt for poster printing costs

It is STRONGLY recommended that residents reserve hotel accommodation and time off when they SUBMIT their abstracts for consideration