

Travel Reimbursement Guidelines: Education Office

Certain awards and programs will allow residents and faculty to enhance their teaching skills and knowledge in education—these activities will ultimately benefit of the department. The Education Office will support these individuals in their professional development or scholarly activity. The approved programs/awards are listed below. Any additional programs where a resident or educator would like support for travel and meeting expenses must be approved by the program director/director of education prior to making plans to attend.

APGO Surgical Scholars Program

APGO Academic Scholars and Leaders Program

APGO Resident Scholars Award

Charles Flowers Award (CREOG-APGO meeting attendance)

Primary author on poster or Oral presentation at CREOG-APGO Annual meeting where topic is education and primary mentor is in Education Office

➤ **Reimbursable (*when receipts are provided**)**

**Receipts required for all items; itemized receipts required for your food and beverages*

1. Airfare
2. Transportation to / from airport
3. Hotel room (if meeting begins in the morning, hotel will be covered the night before, extra nights for personal time will not be reimbursed)
4. Up to \$75 per day for food on each day of the meeting
5. Internet access in hotel
6. Meeting registration fee
7. Program registration fee (e.g. Surgical Scholars and Academic Scholars and Leaders)

➤ **NOT Reimbursable (*examples*)**

1. Meals for spouses, significant others and friends
2. Alcohol
3. In-room movies (or otherwise)
4. Personal phone calls
5. Rental car
6. Transportation other than between hotel and airport

- Please submit a copy of the meeting program with your receipts to confirm dates of the meeting.
- If you receive a stipend or free registration (Resident Scholars) please notify Education Office personnel and we will cover the appropriate expenses not covered by the stipend.
- Travel expenses may not be reimbursed prior to the meeting.
- Expenses must be submitted within 60 days of the meeting to be considered for reimbursement.
- The forms must be reviewed and signed by the director of education prior to reimbursement.