Arnot Health
A Member of Centralus Health
Graduate Medical Education

Policy on Travel Reimbursement
Policy Number: GME - 015
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Approved By: GMEC

Purpose

This policy establishes guidelines regarding the reimbursement for travel expenses and conference registration fees for residents, fellows, faculty, staff and administrators involved in preapproved off-campus educational or administrative events.

Scope

Arnot Health Graduate Medical Education (GME) will provide full or partial funding for travel and registration expenses incurred by residents, fellows, faculty, staff and administrators participating in conferences only under the circumstances described below.

Policy Statement

- All expenses for reimbursement must be pre-approved by the GME office.
    - Any charges made without obtaining prior approval will not be reimbursed.
- You must submit a Travel Request Form (TRF) for approval by the GME office at least sixty (**60**) days before the proposed date of the event in question.
    - Projected expenses must be entered and totaled.
    - Forms with incomplete information will be returned.
- Verbal travel requests will not be accepted.
- Whenever possible, the GME office will make the approved travel and lodging reservations on your behalf.
    - All travel accommodation will be booked at the lowest rate possible at the time of booking. Rental vehicles are not available for reimbursement, please use public transportation. Neither luxury, nor sub-standard modes of transportation or accommodation should be used.
    - Lodging expenses must be kept within a reasonable amount based on the geographical location. Please seek the lowest cost alternative consistent with good business practices.
- Expense reports and receipts must be submitted within **30** days after the event.
- Expenses submitted which do not comply with the guidelines of this policy will not be reimbursed unless accompanied by a written exception from the GME office.

EXPENSES ELIGIBLE FOR REIMBURSEMENT

<u>Residents & Fellows</u>

1. Conferences for Presentations:
    - Travel expenses and registration fees meals may be reimbursed for Residents & Fellows who are giving poster or lecture-based presentations at a regional or national meeting related to their specialty field.
        - Only 1 trainee per presentation is eligible for reimbursement.
        - All such expense reimbursement requests must first be approved by the trainee's program director and the DIO.
        - Three (3) days of Conference attendance is allotted, all other days will be considered PTO.
        - GME will sponsor only one conference presentation per trainee per academic year. For any additional conferences the resident/fellow may use their personal development funds and PTO.
        - The total reimbursement will not exceed $1,000. Any additional costs can be through PD funds and personal funds.
    - Travel to and from the conference will be scheduled and paid for by the trainee. Once the conference is over your travel receipts must be given to the GME office within 30 days of the event to be reimbursed.
2. Conferences required by program:
    - Per ACGME requirements of a specific training program, you may be required to attend a conference during your training.
        - The conference will be chosen by the program leadership and/or DIO.
        - Registration and lodging will be set up by the GME office .
        - Travel to and from the conference will be scheduled and paid for by the trainee. Once the conference is over your travel receipts must be given to the GME office within 30 days of the event to be reimbursed.

3. Conferences/experiences elected by trainees:
    - Trainees are entitled to apply for up to 1 day per length of program in years (e.g., 3-year residency = 3 days) of conference attendance without using PTO, in exchange for an academic project (poster, grand rounds presentation, etc.). Expenses associated with that conference are to be paid with PD funds/privately.
    - Trainees electing to attend a conference or educational experience and does not fall into any other category, will be required to use PTO.
    - Please ensure you follow the PTO guidelines for your program when requesting the time away.

4. Travel to and from away rotation sites or off-campus training locations
    - Trainees will be eligible for mileage reimbursement to and from a training site greater than 75 miles from the primary training site.
        - Trainees will be eligible for this mileage reimbursement only once during any given training block.

<u>Faculty, staff and administrators</u>

1. Unless prior approval has been obtained from the GME office, faculty will be expected to utilize their CME funds for travel and registration expenses for educational conferences or meetings.
2. Staff and administrators may be reimbursed for travel and registration expenses for educational events or meetings with prior approval by the GME office.

CERTIFICATES OF ATTENDANCE

1. A Certificate of Attendance must be attached to the Expense Reimbursement Form submitted no later than thirty (30) days after the trip's completion.

USE OF PERSONAL CREDIT CARDS

1. Unless reservations or registrations are made by the GME office on behalf of the individual, all expenses should be charged to the traveler's credit card.

MEAL REIMBURSEMENT

1. The normal per diem for meals is $50.00, subject to the following limitations:
    - Alcohol and deserts are not eligible for reimbursement.
    - Tips up to 18% are eligible for reimbursement.
    - Room service is not reimbursable.
    - Itemized meal receipts are required.

CHANGES TO ITINERARY

1. It is the responsibility of the traveler to incur costs associated with any changes to the original itinerary. Exceptions can be made that involve emergency events; appropriate personnel must be contacted prior to itinerary changes, and a written explanation must be filed with your travel forms upon return.

PARKING REIMBURSEMENT

1. For parking reimbursement to apply it must be stated on the TRF and supported by receipt(s), parked in “economy” style lots.

****Please note that all travel reimbursement requests will not to be processed until GME has received receipt of attendance.****