 Arnot Ogden Medical Center	Graduate Medical Education	DATE:	MANUAL NO. GME-015
		Replaces (Date and No.)	

GME Reimbursement and Travel Policy for Residents, Fellows, Faculty, Staff and Administrators


Original date: September 2018

Revised: February 2020

1. **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.

2. **POLICY:** 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 conferences only under the circumstances described below.

3. **GENERAL OVERVIEW**
 - a. All expenses for reimbursement must be pre-approved by the GME office.
 - b. Any charges made without obtaining prior approval will not be reimbursed.
 - i. 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.
 - ii. Projected expenses must be entered and totaled.
 - iii. Forms with incomplete information will be returned.
 - c. Verbal travel requests will not be accepted.
 - d. Travel should be via the lowest cost alternative consistent with good business practices. Neither luxury, nor sub-standard modes of transportation or accommodations should be used.
 - e. Whenever possible, the GME office will make the approved travel and lodging reservations on your behalf.
 - f. Requested flights will be booked at the lowest fare available at the time of booking.
 - g. Rental vehicles are not available for reimbursement. Please use sensible public transportation and save receipts.
 - h. Lodging expenses are capped at \$200 per day.
 - i. 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.
 - j. Expense reports and receipts must be submitted within 30 days after the event.

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- k. Early registration for any event is required. The additional cost of registrations after the early registration cutoff date will be the personal responsibility of the traveler if he or she is responsible for the delay.

4. EXPENSES ELIGIBLE FOR REIMBURSEMENT

a. Residents & Fellows

i. Conferences

- 1. 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.
 - a. No more that 2 trainees from any given program are eligible for this reimbursement in any academic year.
 - b. Only 1 trainee per presentation is eligible for reimbursement.
 - c. The reimbursement will not exceed \$800 per individual except under extraordinary preapproved circumstances.
 - d. All such expense reimbursement requests must first be approved by the trainee’s program director and the DIO.
 - e. Three (3) days of Conference attendance is allotted, all other days will be considered PTO.
 - f. GME will sponsor only one conference presentation per academic year, any additional; the resident/fellow may use their personal development funds and PTO.


ii. Travel to and from away rotation sites or off-campus training locations

- 1. Trainees will be eligible for mileage reimbursement to and from a training site greater than 75 miles from the primary training site.
 - a. Trainees will be eligible for this mileage reimbursement only once during any given training block.

b. Faculty, staff and administrators

- i. 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.
- ii. Staff and administrators may be reimbursed for travel and registration expenses for educational events or meetings with prior approval by the GME office.

5. CERTIFICATES OF ATTENDANCE

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

6. USE OF PERSONAL CREDIT CARDS

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

7. MEAL REIMBURSEMENT

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

8. CHANGES TO ITINERARY

- a. 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.

9. PARKING REIMBURSEMENT

- a. 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.**

Approved by GMEC on: