

Trainee Travel Reimbursement Policy

Version date: 8/22/24

A. GUIDELINES FOR ALL DEPARTMENT OF SURGERY TRAINEES (RESIDENTS, CLINICAL FELLOWS, AND RESEARCH FELLOWS)

1. The trainee should discuss travel funding with the research mentor **prior to abstract submission. Advanced planning will ensure that there are adequate funds to cover all your travel in the academic year.** See **Table 1** below for information about DoS funds that can be used for travel expenses

2. If you plan to request reimbursement for travel, you must obtain pre-approval and notify the appropriate administrative people who will be processing your reimbursement. To do this, **fill out a [Smartsheet Travel Request](#) form within 2 weeks of abstract acceptance or invitation for a talk (or 2 weeks prior to early registration if an abstract is not required)**

3. For your reimbursement to be processed, you also need to fill out a [W-9 form](#) and a [Visitor Expense Report](#) (name, address, signature)
4. To qualify for travel funding reimbursement from the Department of Surgery (DoS), the senior author on the presentation must be a DoS faculty member
5. International travel will not be sponsored
6. Airfare must be coach
7. If possible and appropriate, ground transportation and hotel accommodations should be shared when more than one resident is attending the same meeting
8. Utilize public transportation when possible and appropriate
9. Charges incurred by family members and significant others will not be reimbursed
10. Hotel accommodation will only be reimbursed during the dates of the meeting. If the meeting starts in the AM, the trainee may stay in the hotel the night before. For example, if the meeting ends by 6 pm, hotel accommodation will not be reimbursed for that night unless return travel cannot be arranged. If a trainee would like to stay in the same hotel past the meeting date, additional charges incurred during that time will be the responsibility of the trainee
11. If you have any questions about your travel plans, please discuss them with [Kash Raza](#) before you finalize them

B. Other important guidelines from Northwestern University

1. [Northwestern Policy Regarding Alcohol at Off Campus Events for Graduate and Professional Students](#) should be followed while traveling. Travel and entertainment policy is linked [here](#)
2. Please utilize the early registration options and discounted hotel rates as part of conference blocks
3. Please follow the Northwestern University [per diem rates](#) while traveling and save all itemized receipts (airfare, hotel, registration, food, ground transportation) and proof of conference attendance (photo of conference proceedings, conference badge, or you presenting) for your expense report. Approximate reimbursement for meals is \$65/day
4. Book airfare utilizing [Egencia](#)

C. Funds available for travel reimbursement for trainees

1. Refer to **Table 1** to understand the funds that are available to trainees for travel expenses during each academic year
2. Travel expenses that exceed the amount allotted to you during each academic year from the sources in **Table 1** will not be covered unless prior approval, determined on a case-by-case basis, has been obtained
3. If you have travel expenses in excess of what is available for reimbursement by the sources in **Table 1**, your mentor(s) are encouraged to cover these from other sources
4. The [spreadsheet called "Travel Funding Tracker"](#) might be helpful for you to plan your planned travel expenses

Table 1. Categories of funding available to cover travel expenses during each academic year

| Funding source | Who is eligible | Amount per academic year (cycle is July 1 to June 30 unless indicated otherwise) | What is covered |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Physician Scientist Training Program (PSTP) | McGaw Medical Center residents in “lab” years (Plastic Surgery, General Surgery, Integrated Vascular Surgery) | \$2500 per year | <p>Attendance at one of the Association of Academic Surgery (AAS) Fall courses in the first PSTP year</p> <p>Attendance at the Academic Surgical Congress (ASC) in the first PSTP year (abstract submission not required)</p> <p>\$2500 in year 1 includes the AAS Fall Course and ASC attendance as described above</p> <p>All other travel must be for invited talks and presentation of an accepted abstract (talk or poster)</p> |
| Goldberg Travel Award | Trainee is in DoS (including Lurie Children’s or Shirley Ryan Ability Lab) and a McGaw Medical Center resident or fellow | 3 cycles per year (February, May, November); \$500-\$850 per award; only 1 award per trainee per academic year | Travel for an oral presentation at any national meeting. Moderated e-posters which involve an oral presentation are acceptable. Poster presentations are not covered. |
| General Surgery Educational Fund | Resident in McGaw Medical Center General Surgery Residency | \$1000 for PGY1s \$2000 for PGY2s and up (cycle is Sept 1-Aug 31) | <p>Travel for any conference attendance (accepted abstracts not required)</p> <p>Can cover meeting registration, airfare, and hotel (no meals)</p> <p>Can cover professional development courses</p> <p>Details in Educational Fund Policy in Canvas</p> <p>Contact Mackenzie Krueger if you have questions</p> |
| Vascular Surgery Educational Fund | Fellow or resident in McGaw Medical Center Integrated Vascular Surgery Residency or Fellowship | \$2000 for all years (cycle is Sept 1-Aug 31) | <p>Travel for any conference attendance (accepted abstracts not required)</p> <p>Can cover meeting registration, airfare, and hotel (no meals)</p> |

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| | | | <p>Can cover professional development courses</p> <p>Contact Kelli Thornton if you have questions</p> |
| Plastics Surgery Educational Fund | | | Contact Caleigh Shaw for information |
| Thoracic Surgery Educational Fund | Fellow or resident in McGaw Medical Center Integrated Thoracic Surgery Residency or Fellowship | \$2000 for all years (cycle is July 1-June 30) | <p>Travel for any conference attendance (accepted abstracts not required)</p> <p>Can cover meeting registration, airfare, and hotel (no meals)</p> <p>Can cover professional development courses</p> <p>Contact Hemali Shah if you have questions</p> |
| Transplant Surgery Fellowship | Fellows | | <p>Funded by ASTS: ASTS Senior Fellows Conference</p> <p>Funded by program: 1 national conference during fellowship cycle – ticket, registration, flight, and per diem are reimbursable. If an abstract is accepted, an additional conference is allowed</p> <p>Contact Katie Crylen if you have questions</p> |
| Breast Surgery Fellowship | | <p>Reimbursement for travel, lodging, food expenses</p> <p>Airfare and local transportation reimbursed from DOS. Lodging, meals, and transportation back to local airport paid for by SSO</p> <p>No expenses incurred</p> | <p>One breast specific national organization meeting at which trainee presents research poster or abstract</p> <p>Society of Surgical Oncology-sponsored Fellows institute</p> <p>Lynn Sage Breast Cancer Symposium</p> <p>Contact Burt Korman if you have questions</p> |
| Pediatric Surgery Fellowship (Clinical) | | | Contact Chris Peltier for information |
| Pediatric Surgery Fellowship (Research) | | \$2500 per year | Contact Chris Peltier for information. Submit receipts and credit card bill to Chris directly. Do not need to fill out the Smartsheet Travel Request |

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| T32 or R38 training grant | Current trainee on training grant | <p>\$1400 for trainees on Surg Onc T32 and R38, Vascular T32, and Transplant T32. For all other T32s, check with Kash Raza. Funding cycle is from July 1-June 30</p> | <p>Travel for any talk or abstract presentation (oral or poster) or a professional development course</p> <p>Must submit the Smartsheet Travel Request within the timeframe stated in A2.</p> <p>Contact these people if there are additional questions: Surg onc T32 or R38: Adrian Macedo Vascular T32: Kelli Thornton Transplant T32: Kelly Memmer All other training grants: Kash Raza</p> |
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