

Reimbursement Process for House Staff Travel-Related Expenses When Attending a Conference

House staff at Rutgers who meet the following criteria are eligible for reimbursement for travel-related expenses (see detailed procedure below):

Eligibility Criteria

I. Travel must be within the continental United States.

II. The resident must be in good academic standing within their department (including being up to date on required documentation such as case logs, work hours, evaluations, etc.).

III. A Rutgers faculty mentor must attest that the resident presenting has done a substantive amount of work on the project:

- The project and presentation must occur while the resident is employed by NJMS.
- Only one resident may submit per project unless the presentations are inherently different in nature (e.g., two residents use the same database but address distinct clinical questions).

IV. If human subjects are involved, IRB approval must be secured for all project presentations.

Additional Requirements for Travel Reimbursement

In addition to meeting the above criteria, residents seeking travel reimbursement for presenting at a conference must fulfill the following:

1. **Program Approval:** House staff must receive approval from their Program Director or Designee before attending a conference. To obtain approval, residents must submit the Travel Reimbursement/Conference Attendance Request Form (attached) to their program director at least two months before travel. A list of approved conferences is included in this document; conferences not listed may still be eligible with Program Director or Department Chair approval.
2. **Presentation Relevance and Authorship:**
 - House staff must present a paper, abstract, or poster relevant to their specialty.
 - The resident must be the first author on the paper, abstract, or poster.
 - The work has not been presented at a previous conference.
 - The resident has not sought reimbursement for another conference within the same academic year.
3. **Previous Reimbursement Requirement:**
 - If reimbursement was received in a prior academic year, the resident must show evidence that the previously presented work was submitted for publication in a medical journal (even if not yet accepted). If this work was not submitted, other work that was published or submitted for publication, where the resident is the first author, may satisfy this requirement. Exceptions may be considered on a case-by-case basis.

4. **Work Hour Compliance:** Conference attendance must not conflict with work hour requirements for the resident or the program.
 - o Travel days are not considered work hours under ACGME definitions and should be logged as days off. However, the day of the presentation counts as work hours.
5. **Accreditation:** The conference must be accredited for CME.
6. **Extended Stay Policy:** If the resident wishes to extend their stay beyond the conference dates, they are responsible for additional costs (including flight adjustments). Permission to extend must be granted by the Program Director. Reimbursable expenses must have been incurred for payment.

Commonly Reimbursed Expenses*	Expenses Not Reimbursed*
<ul style="list-style-type: none"> ✓ Expenses for three days (day prior to, day of, and day after presentation) and two nights (day prior to and the day of presentation) ✓ Airfare to and from conference location (Program can choose travel method.) ✓ Hotel- Two nights (the night before and the night of the presentation) including tax and resort fees ✓ Meals-\$50 per diem (maximum per meal below includes tax) <ul style="list-style-type: none"> o \$10 Breakfast o \$10 Lunch o \$ 30 Dinner ✓ Cab/ride-share fare to & from airport, to & from conference to hotel ✓ Parking at airport (for personal car) ✓ Conference registration fees ✓ Mileage if driving personal car to conference (at University current rate) http://procurementservices.rutgers.edu/travel 	<ul style="list-style-type: none"> ✓ Other hotel expenses (e.g. spa, dry cleaning, computer access fees etc.) ✓ Luggage check-in fees ✓ Alcoholic drinks ✓ Expenses incurred by a traveling companion ✓ Unreasonably expensive meals ✓ Meals included in the cost of conference fees ✓ Expenses related to personal negligence (e.g. parking tickets, fines, towing, traffic violations etc.)

**Not all reimbursable/non-reimbursable expenses are identified. Please contact the Program Director or Program Coordinator for further information.*

House Staff Travel Reimbursement Process Instructions

- Email Submission:** At least two months before the conference, give your Program Director (PD) and Program Coordinator (PC) the completed House Staff Travel Reimbursement/Conference Attendance Request Form and the required documents below:
 - Conference Brochure (must identify you as the presenter and include the date of presentation)
 - Copy of Abstract, Poster, or Paper (should identify you as the *first* author)
 - Abstract/Poster/Paper - First Presentation Attestation
 - (*For previous presenters only*) Evidence of publication or submission for publication of previous abstracts, posters, or papers
- Approval and Appointment:** Once your request is approved, the PC will reach out to schedule an appointment (in-person, Zoom, or phone) to guide you through the reimbursement process. This appointment will cover setting up a user profile, adding your PC as an expense delegate in Concur, updating bank details in the Financial Management Oracle Cloud app, and preparing a Travel Request in Concur.
- Travel Booking:** Once your Travel Request is approved, book travel through the Concur Travel & Expense App in the Rutgers Portal or by calling Direct Travel at 1-888-818-1067 (available 8:00 am-6:00 pm ET, Monday-Friday, excluding holidays). *Note: Travel booked outside of Concur will not be reimbursed.*
- Attend Your Conference:** Enjoy your experience!
- Post-Conference Expense Submission:** Within 15 days of returning, submit all receipts to your PC. Each receipt should be itemized and include:
 - The payee's name
 - Payment date, confirming the purchase
 - Proof of payment (e.g., last four digits of the credit card used)

If a receipt is missing any of these details, provide a credit card statement showing your name, the purchase, purchase date, and the last four digits of your card (black out any other information).

The PC will create an expense report in Concur for you. Once completed, log into Concur and click “submit.”

Note: Missing documents or incomplete forms will delay reimbursement. House staff is responsible for ensuring all required documentation is submitted. If needed, follow up with your PC for assistance. ***Travel advance payments are not available.***

If you have questions, contact your Residency/Fellowship Program Office.

GME House Staff Travel Reimbursement/Conference Attendance Request Form

Resident/Fellow's Name

Today's Date

Conference Title & Location

Travel Start Date

Travel End Date

How are you traveling?

Flight/Air

Train/Rail

If either of the above is checked, please fill out the below questions.

Departure Location:

Arrival Location:

.....

**If you are using an automobile during any part of your trip, please click which type below.
If you will not be using an automobile, click N/A.**

Personal Car Mileage

Rental Car (Only reimbursable if less expensive than alternate means of transportation).

N/A

Will you be staying at a hotel?

Yes

No

Does the Conference include meals? If so, specify below.

Conference Day 1: Breakfast Lunch Dinner

Conference Day 2: Breakfast Lunch Dinner

Conference Day 3: Breakfast Lunch Dinner

Below, please provide the estimated cost for each travel expense listed:

Airfare/Train:

Personal/Car Rental:

Hotel:

Conference Registration:

Total Estimated Cost:

Comments:

Abstract/Poster/Paper First Presentation Attestation

I am attending a function that is an expected requirement of my job and is fully subsidized by Rutgers.

I hereby confirm that the abstract/poster/manuscript title identified below will be presented for the first time a professional conference. Further, I attest that I have not received reimbursement from Rutgers for expenses incurred from presenting the scholarly work identified below.

Abstract/Poster/Manuscript Title

House Staff Name (Print)

House Staff Signature

Date

Residency Conferences by Specialty

Anesthesiology:

Annual Meeting of the American Society of Anesthesiologists plus all their sub-specialty annual meetings
Annual Meeting of the International Anesthesia Research Society
Annual Meeting of the New Jersey State Society of Anesthesiologists (NJSSA)
Annual Meeting of the New York State Society of Anesthesiologists (NYSSA)
Post Graduate Assembly in Anesthesiology (PGA)
Annual Meeting of the Society for Neurosciences in Anesthesia

Emergency Medicine:

American Academy of Emergency Medicine American College of Emergency Physicians
Society of Academic Emergency Medicine and Council of Residency Directors

Medicine:

Allergy and Immunology:

Annual Meeting of the American Academy of Allergy, Asthma and Immunology
Annual Meeting of the American College of Allergy, Asthma and Immunology

Cardiology:

American College of Cardiology Annual Conference (ACC)
American Heart Association Annual Conference (AHA)
American Society of Echocardiography (ASE)
American Society of Nuclear Cardiology Heart Failure Society of America (HSFA)
Heart Rhythm Society
International Society for Heart and Lung Transplant (ISHLT)
Society for Cardiovascular Magnetic Resonance
Society of Cardiovascular Computed Tomography
The Society of Cardiac Angiography and Interventions (SCAI)
Transcatheter Cardiovascular Therapeutics (TCT)

Endocrine/Diabetes:

AACE (American Association of Clinical Endocrinology)
Annual Symposium ADA (American Diabetes Association) Scientific Sessions
Endocrine Society Meeting

Gastroenterology/Hepatology:

American College of Gastroenterology Digestive Disease Week
American Association for the Study of Liver Diseases American Society for Gastrointestinal Endoscopy

Geriatric Medicine:

American Geriatrics Society Annual Meeting

Infectious Diseases:

IDWeek (Infectious Diseases Society of America)

ICAAC (Interscience Conference on Antimicrobial Agents and Chemotherapy, American Society of Microbiology)

American Society of Microbiology General Meeting

Internal Medicine:

Society for General Internal Medicine Society for Hospital Medicine American College of Physicians

Academic Alliance for Internal Medicine

Interventional Cardiology:

Please refer to conferences listed under Cardiology.

Transcatheter Cardiovascular Therapeutics

Heart Rhythm Society

Society for Cardiovascular Angiography and Interventions

Medicine & Pediatrics:

Please refer to conferences listed under the Departments of Medicine and Pediatrics.

Nephrology:

Annual Meeting of the American Society of Nephrology (ASN)

Annual Meeting of the National Kidney Foundation (NKF)

Preventive Medicine:

American College of Preventive Medicine (ACPM) Annual Meeting

American College of Occupational and Environmental Medicine (ACOEM) Annual Conference American

Public Health Association Annual Conference

Pulmonary Disease/Critical Care Medicine:

American Thoracic Society

American College of Chest physicians Society of Critical Care Medicine

International Union against TB and Lung Disease

Neurological Surgery:

AANS (American Association of Neurological Surgeons) Annual Meeting CNS (Congress of Neurological Surgeons) Annual Meeting

Subspecialty Section Meetings (through AANS & CNS)

SNS (Society of Neurological Surgeons aka Senior Society) Bootcamp I (for incoming PGY1s)

SNS (Society of Neurological Surgeons aka Senior Society) Junior Resident Course (for rising PGY2s)
SNS RUNN Course (Research Update in Neuroscience for Neurosurgeons)
Neurological Surgery (Continued):

INOVA Neuroradiology & Neuropathology Review Course/ Chicago Review Course in Neurological Surgery (for PGY4s primary board exam prep)

Neurology (Adult):

American Academy of Neurology (AAN)
American Neurological Association (ANA)
ACTRIMS (American Committee for Treatment and Research in Multiple Sclerosis)
International Stroke Conference
AANEM (American Association of Neuromuscular and Electrodiagnostic Medicine)
AES Meeting (American Epilepsy Society)
CNS (Child Neurology Society)
Consortium of Multiple Sclerosis Centers (CMSC) meeting
IHA (International Headache Society)

Neurology (Child):

American Academy of Neurology Annual Meeting Child Neurology Society Annual Meeting
J Kiffin Penry Epilepsy Education Programs- Pediatric Epilepsy Program

Obstetrics & Gynecology and Women's Health:

General:

ACOG (national and local district meetings)
ASCCP
ASCO
AUGS
AAGL
SGO
NY Obstetrical and Gynecologic Society
Various NCI workshops

Maternal Fetal Medicine:

SMFM
ACOG
Various Maternal/Fetal NICHD branch workshops

Reproductive Endocrinology and Infertility:

SRI
ASRM
Society for Repro/Endo and Infertility

Endocrine Society
Various NICHD workshops

Ophthalmology:

Association for Research in Vision and Ophthalmology
American Academy of Ophthalmology
International Ocular Immunology Society Meeting
American Glaucoma Society Meeting

Orthopaedics:

American Academy of Orthopaedic Surgeons
Musculoskeletal Tumor Society
American Orthopaedic Association
Limb Lengthening and Reconstruction Society
Orthopaedic Trauma Association
American Orthopaedic Foot and Ankle Society
Pediatric Orthopaedic Society of North America
American Orthopaedic Society for Sports Medicine
Arthroscopy Association of North America
North American Spine Society (NASS)
Scoliosis Research Society (SRS)
Cervical Spine Research Society (CSRS)
American Association of Hip and Knee Surgeons (AAHKS)
American Society of Shoulder and Elbow Surgery
American Society of Surgery of the Hand (ASSH)
American Association of Hand Surgery (AAHS)
Orthopaedic Research Society
Eastern Orthopaedic Association

Otolaryngology-Head and Neck Surgery:

Combined Triologic Section Meeting (January)
Combined Otolaryngologic Spring Meeting (COSM)
Annual Meeting of the American Academy of Otolaryngology-Head and Neck Surgery

Pathology:

United States and Canadian Academy of Pathology (USCAP) Annual Meeting
College of American Pathologists (CAP) Annual Meeting
American Association of Clinical Pathology (ASCP) Annual Meeting
Association for Molecular Pathology (AMP) Annual Meeting
American Society of Hematology (ASH) Annual Meeting; Multidisciplinary
International Skeletal Society (ISS) Annual Meeting; Multidisciplinary
Society for Pediatric Pathology (SPP)

Pediatrics:

Annual Pediatric Academic Societies Meeting (see <https://www.pas-meeting.org/about/#meetings>; also encompasses many subspecialty-specific, scientific and advocacy society meetings that run contemporaneously)

Physical Medicine and Rehabilitation:

American Academy of Physical Medicine & Rehabilitation (AAPM&R) annual assembly
Association of Academic Physiatrists (AAP) Annual Meeting

Psychiatry:

American Psychiatric Association Annual Meeting
American Psychiatric Association Institute on Psychiatric Services
American College of Psychiatrists Annual Meeting (by invitation only)
American Association of Directors of Psychiatric Residency Training Annual Meeting
American Academy of Addiction Psychiatry Annual Meeting
American Society of Addiction Medicine Annual Conference
American Society of Addiction Medicine Review Course
World Psychiatric Association World Congress of Psychiatry
American Association for Geriatric Psychiatry
International Meeting for Autism Research
Society for Neuroscience Annual Meeting
Academy of Psychosomatic Medicine Annual Meeting
American Association of Child and Adolescent Psychiatry
Institute of Psychiatric Society

Radiology:

Radiological Society of North America (RSNA)
American Roentgen Ray Society (ARRS)
American Society of Neuroradiology (ASNR)
Society of Interventional Radiology (SIR)
Society of Thoracic Radiology (STR)
Society of Skeletal Radiology (MSK)
Society of Abdominal Radiology (SAR)
Society of Breast Imaging (SBI)
Society of Nuclear Medicine and Molecular Imaging (SNMMI)
Society of Pediatric Radiology (SPR)

Surgery:

American Transplant Congress – Joint Annual Meeting of ASTS and AST
American Society of Bioethics and Humanities (ASBH) Annual Meeting
American Society of Metabolic and Bariatric Surgery (ASMBS)
Annual Congress of the American College of Surgeons (ACS)

Association for Surgical Education (ASE)
Association of Women Surgeons (AWS)
Society of American Gastrointestinal and Endoscopic Surgeons (SAGES)
Society of Asian Academic Surgeons (SAAS)
Society of Black Academic Surgeons (SBAS)
Society for Surgery of the Alimentary Tract (SSAT)

Trauma and Surgical Critical Care:

American Association for the Surgery of Trauma (AAST)
Eastern Association of Trauma (EAST)
Western Trauma Association (WTA)
Critical Care Medicine
Academic Surgical Congress

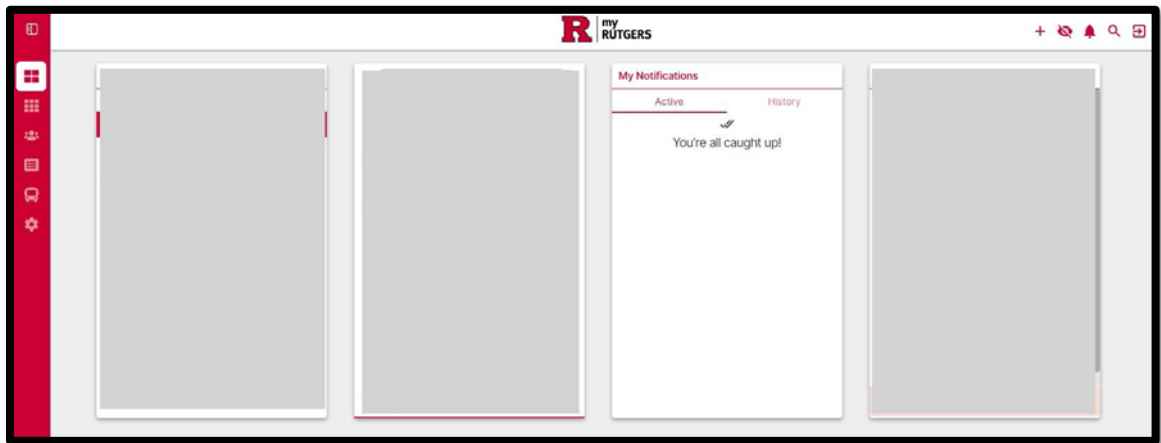
Urology:

American Urological Association Annual Meeting
American College Surgery Annual Meeting - Urology Section
Society of Urologic Oncology Annual Meeting

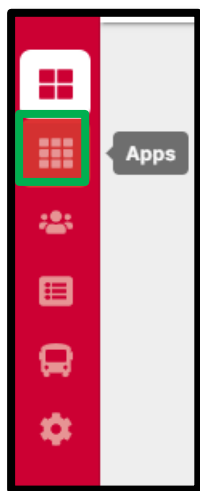
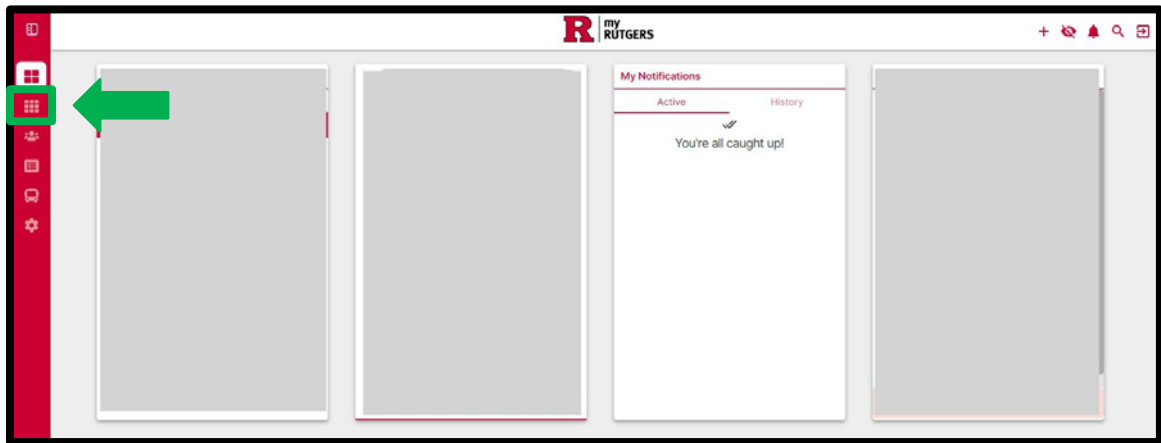
No List Available for Plastic Surgery or Vascular Surgery

LOGIN TO CONCUR

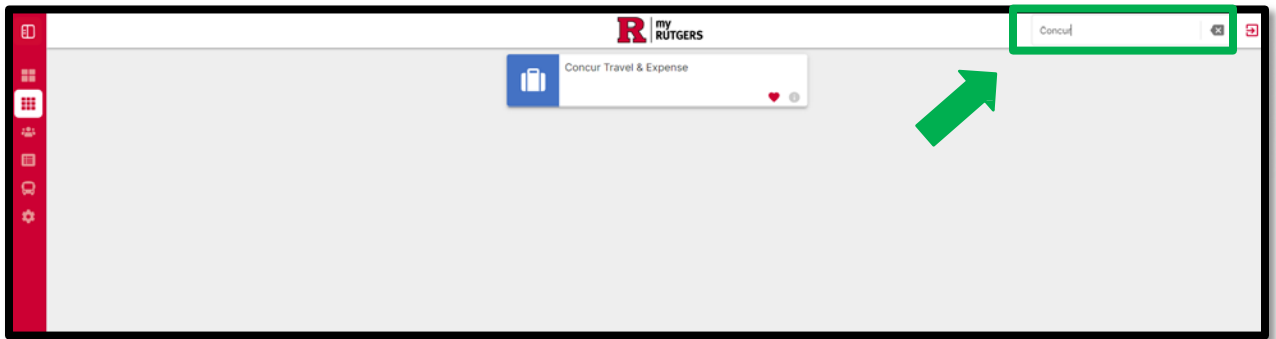
1. Login to your [My Rutgers Portal](#).



2. Select the My Apps grid icon on the left of the page.



3. In the top right corner, type Concur in the search bar.

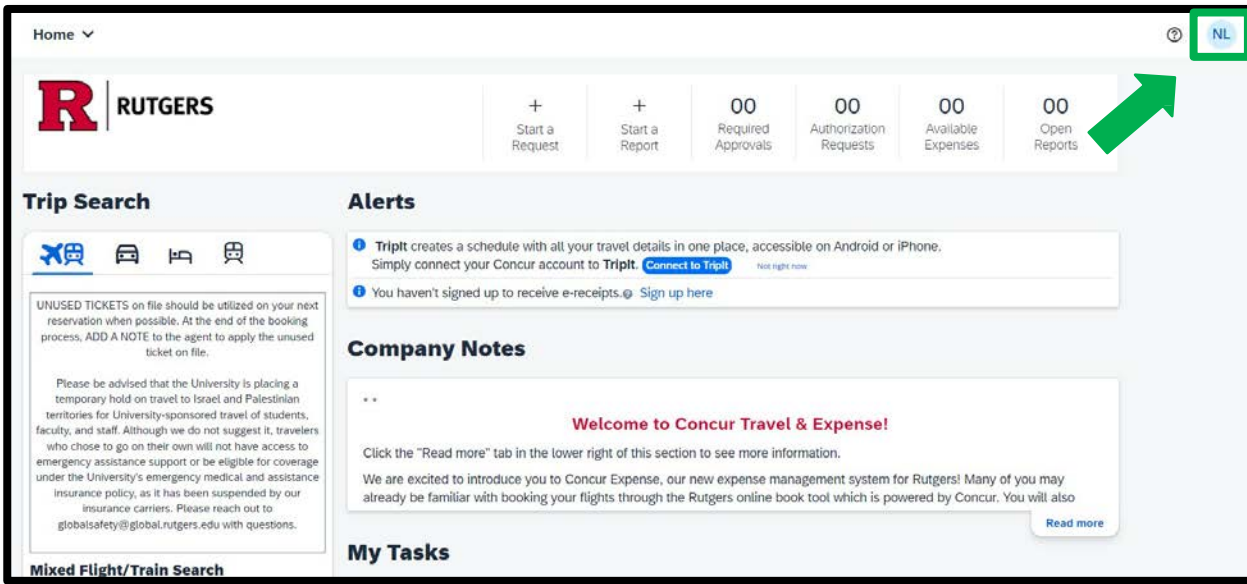


4. Select the app that appears, labeled Concur Travel & Expense.



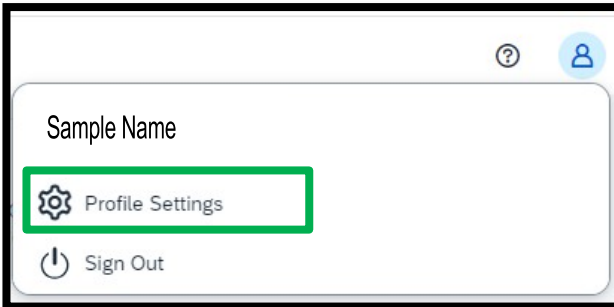
SET UP YOUR PROFILE

1. Select the **Profile** icon in the top right corner of the Concur Home page. It also might appear as your initials.



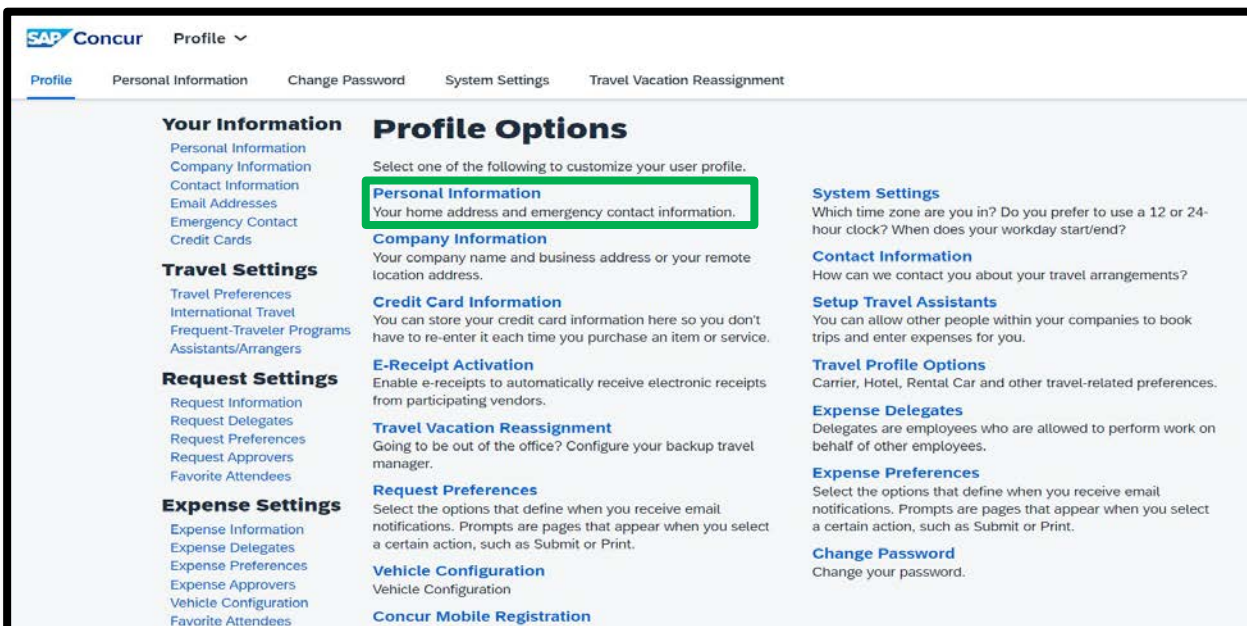
The screenshot shows the Concur Home page for a user named 'NL'. The top right corner features a profile icon with the initials 'NL' inside a blue square, which is highlighted with a green box. A green arrow points to this icon. The page includes a navigation bar with 'Home' and a dropdown arrow, a 'RUTGERS' logo, and several status indicators: '+ Start a Request', '+ Start a Report', '00 Required Approvals', '00 Authorization Requests', '00 Available Expenses', and '00 Open Reports'. Below the navigation bar, there are sections for 'Trip Search', 'Alerts', 'Company Notes', and 'My Tasks'. The 'Alerts' section contains two messages: one about connecting to TripIt and another about signing up for e-receipts. The 'Company Notes' section has a 'Welcome to Concur Travel & Expense!' message and a 'Read more' link. The 'My Tasks' section is currently empty.

2. Select Profile Settings. The Profile Options page appears.



The screenshot shows the Profile Options page. At the top, there is a 'Sample Name' field. Below it, there is a 'Profile Settings' option with a gear icon, which is highlighted with a green box. At the bottom, there is a 'Sign Out' option with a power icon.

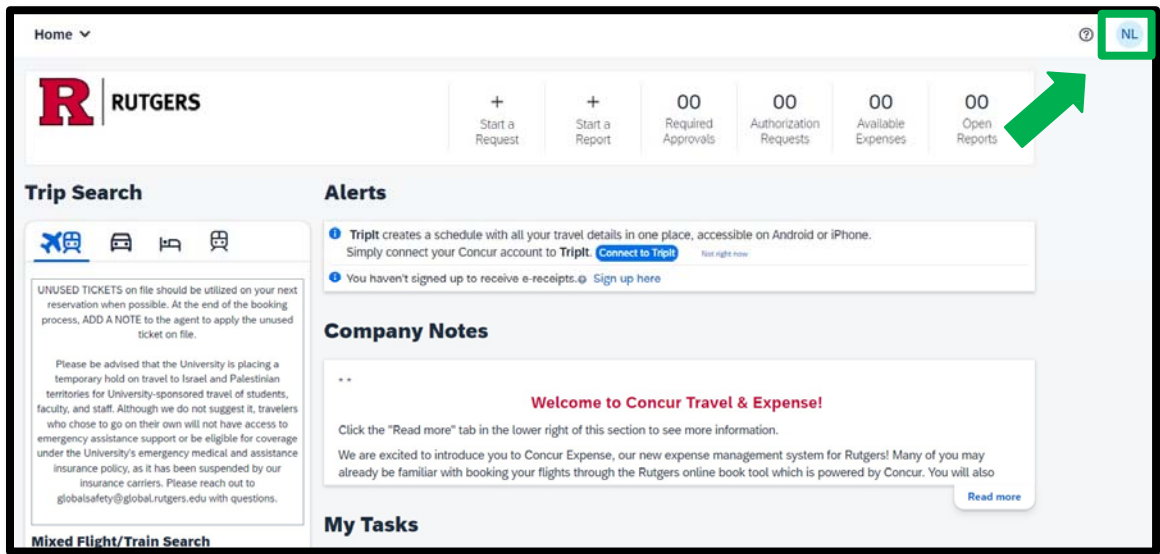
3. Select Personal Information and fill out any missing required information.



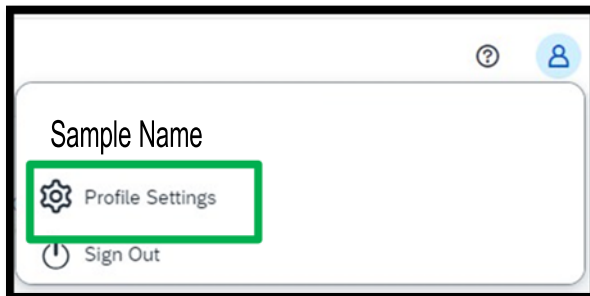
The screenshot shows the Profile Options page. The 'Profile' tab is selected in the top navigation bar. The page is divided into two main sections: 'Your Information' and 'Profile Options'. The 'Profile Options' section is expanded, showing a list of options: 'Personal Information', 'Company Information', 'Credit Card Information', 'E-Receipt Activation', 'Travel Vacation Reassignment', 'Request Preferences', 'Vehicle Configuration', and 'Concur Mobile Registration'. The 'Personal Information' option is highlighted with a green box. The 'Personal Information' option is described as 'Your home address and emergency contact information.' The 'System Settings' section is also visible, containing options for 'System Settings', 'Contact Information', 'Setup Travel Assistants', 'Travel Profile Options', 'Expense Delegates', 'Expense Preferences', and 'Change Password'.

ADD A DELEGATE

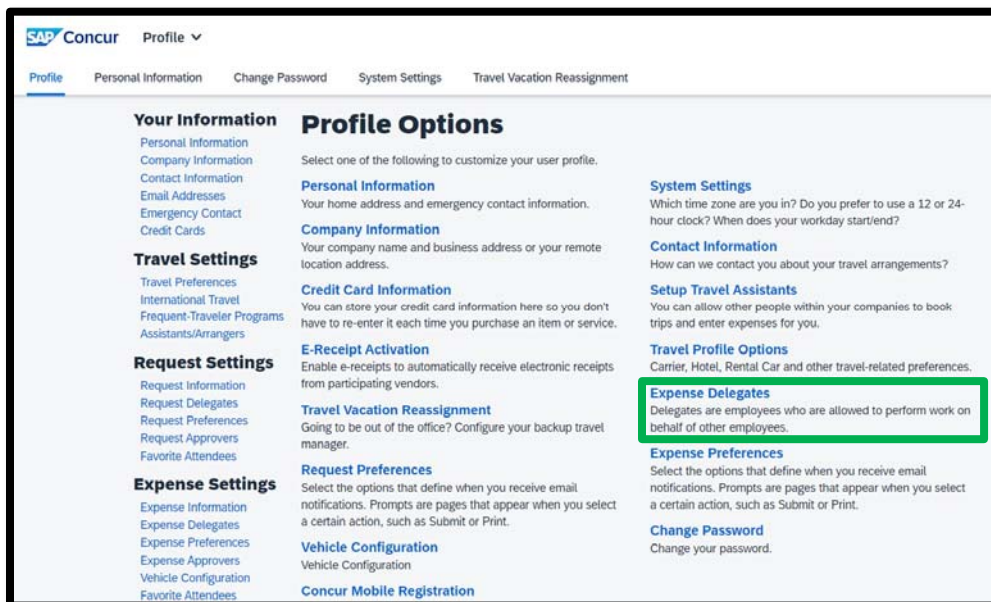
1. Select the Profile icon in the top right corner of the Concur Home page.



2. Select Profile Settings. The Profile Options page appears.



3. Select your Program Coordinator as your Expense Delegate.



4. Select Add and Type your program coordinator name into the Search Bar .

Expense Delegates

Delegates Delegate For

Add **Save** **Delete**

Delegates are employees who are allowed to perform work on behalf of other employees.
You may assign a temporary approver for a maximum of 365 days.
Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

Expense Delegates

Delegates Delegate For

Add **Save** **Delete**

Delegates are employees who are allowed to perform work on behalf of other employees.
Search by employee name, email address, employee id or login id

Add **Cancel**

You may assign a temporary approver for a maximum of 365 days.
Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

5. Once your coordinator's information pops up, Select their Name.

Expense Delegates

Delegates Delegate For

Add **Save** **Delete**

Delegates are employees who are allowed to perform work on behalf of other employees.
Search by employee name, email address, employee id or login id

Add **Cancel**

PC's Name yourpc@rutgers.edu Employee ID: 123456789					
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No records found.

6. Select all of boxes marked below.

- Can Prepare
- Can Submit Reports
- Can View Receipts
- Receives Emails
- Receives Approval Emails

Expense Delegates

Delegates Delegate For

Add Save Delete

Delegates are employees who are allowed to perform work on behalf of other employees.
You may assign a temporary approver for a maximum of 365 days.
Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

<input type="checkbox"/>	Name	Can Prepare	Can Submit Reports	Can Submit Requests	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input type="checkbox"/>	PC's Name yourpc@rutgers.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

7. Select the Save button.

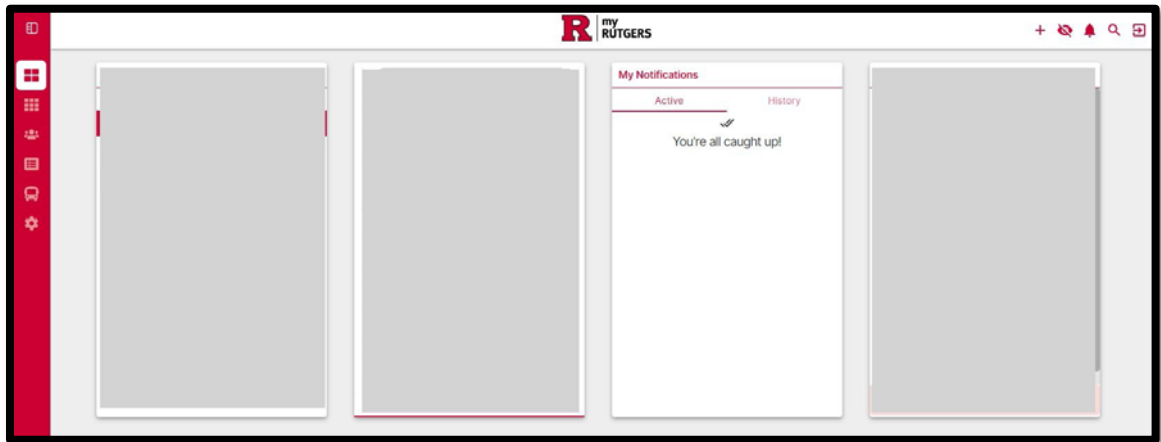
Expense Delegates

Delegates Delegate For

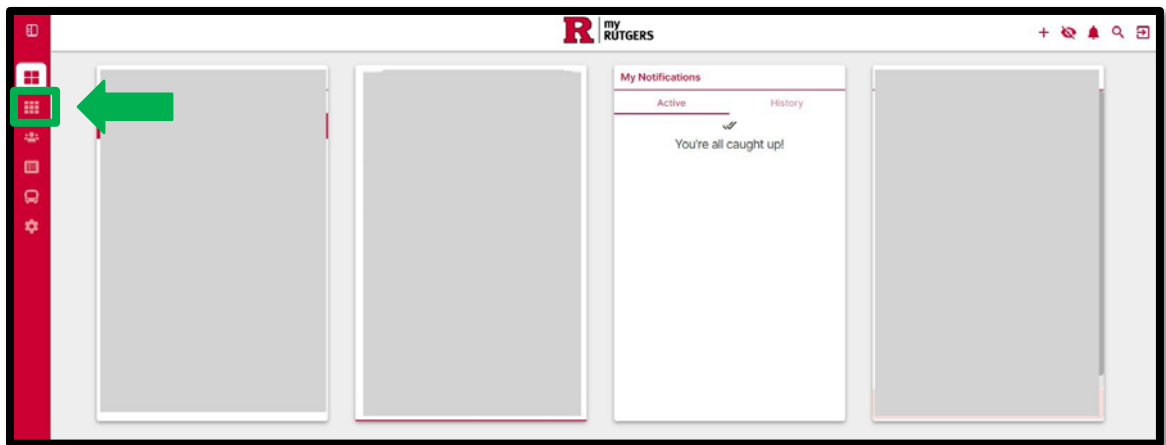
Add Save Delete

ADD/UPDATE YOUR BANK ACCOUNT

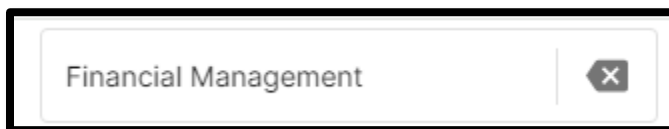
1. Login to your [My Rutgers Portal](#).



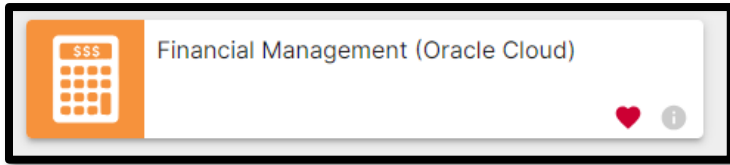
2. Select the My Apps grid icon on the left of the page.



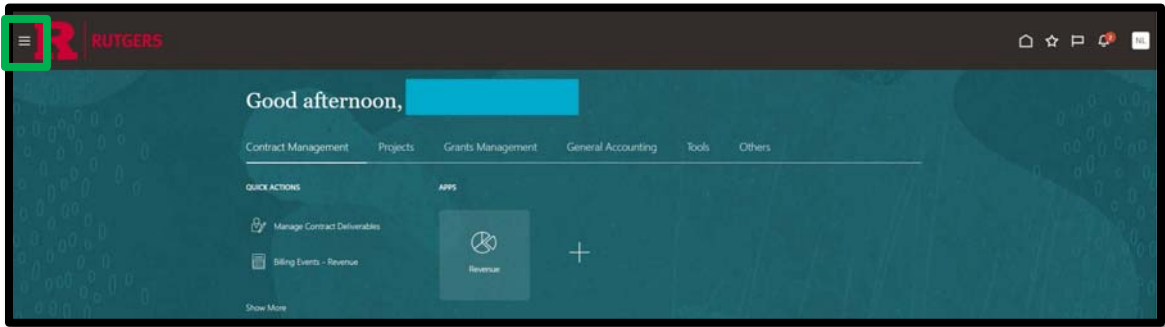
3. In the top right corner, type Financial Management in the search bar.



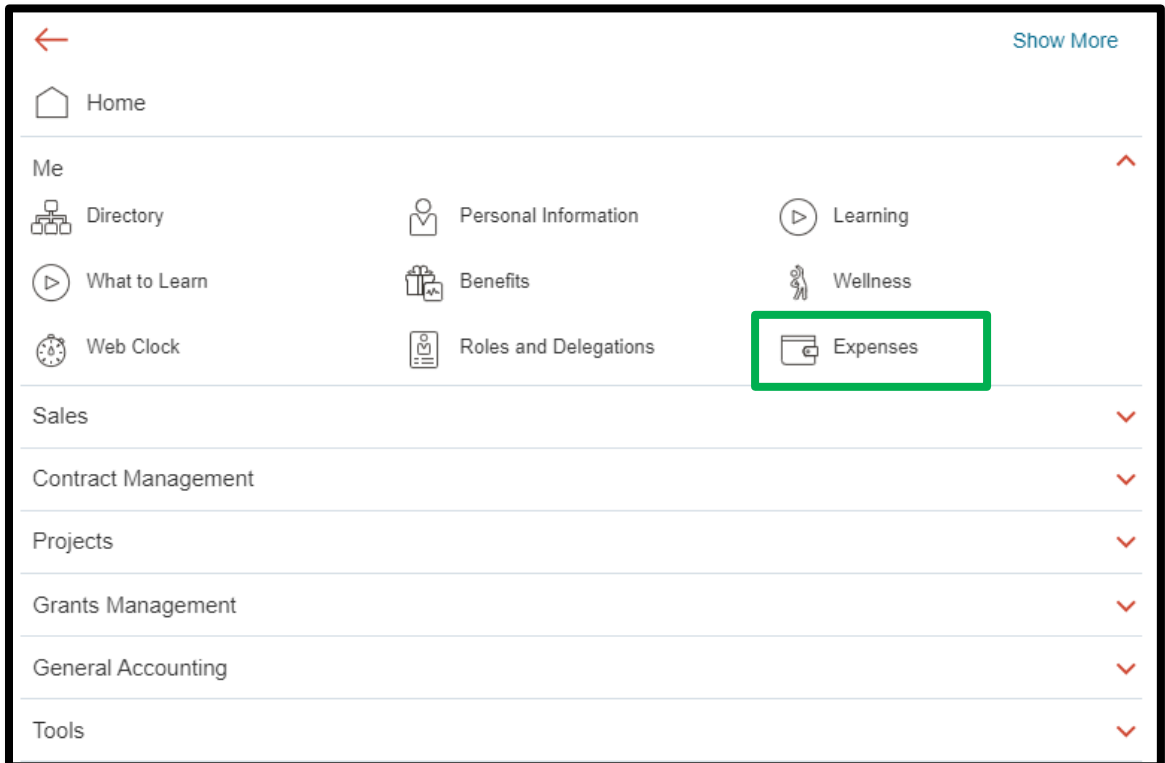
4. Select the app that appears, labeled Financial Management (Oracle Cloud).



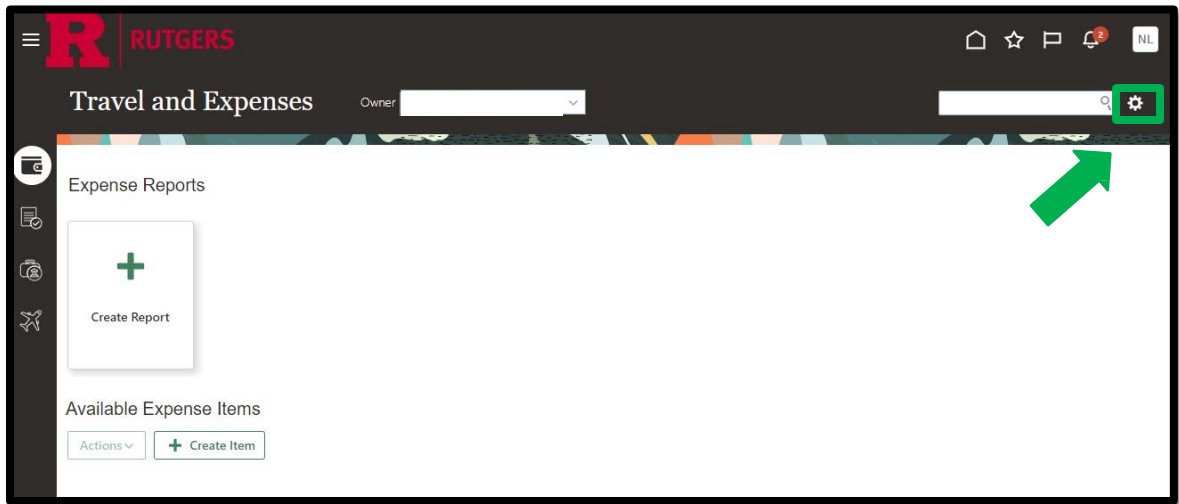
5. Select the Navigator icon in the top left corner next to the Rutgers logo.



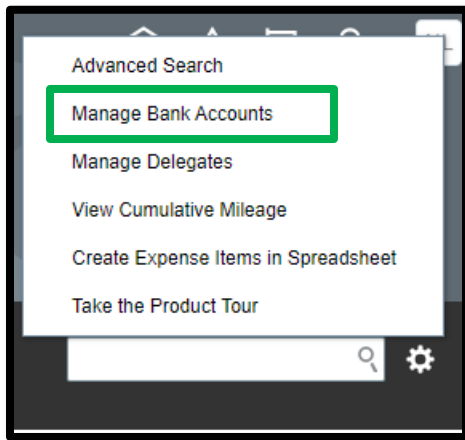
6. Select the Me drop down menu and select Expenses.



7. Select the Go to Task icon that looks like a gear, to the right of the search bar.



8. Select Manage Bank Accounts.



9. Select the Add icon under the Manage Bank Accounts text.



10. Fill out your bank account information. Sections with a * are required.

Create Bank Account [X]

* Country ▼

* Account Number

* Account Type

Check Digit

Account Holder

Secondary Account Reference

Bank

Bank Branch

* Routing Number ⓘ

BIC Code

11. Select Save and Close.

