

Graduate Medical Education- Travel Reimbursement Procedure

Reimbursement for travel related expenses is available to all Rutgers housestaff (see applicable procedure below) who meet the following criteria, subject to change.

Travel must be within the continental United States.

Resident must be in good academic standing within the department (this includes being up to date on submitting required documentation- case logs, duty hours, evaluations, etc).

Faculty mentor needs to attest that the resident presenting did the substantive amount of work on the project.

- a. Work and presentation must take place while the resident is employed by NJMS.
- b. Only one resident can submit per project, unless the nature of the presentations is inherently different (eg, residents construct database but have different clinical questions).

There must be IRB approval for the project in question (if human subjects involved) for all presentations.

- ✓ Housestaff must receive approval from Program Director or Designee prior to participation in conference. A list of approved conferences is listed in Appendix B at the end of this packet. Travel to conferences not listed in this document is possible with approval of the Program Director or Department Chair.
- ✓ Housestaff is presenting a paper, abstract or poster relevant to the specialty in training.
- ✓ Housestaff is first-author in the paper, abstract or poster to be presented.
- ✓ Housestaff has not presented the paper, abstract or poster at a previous conference.
- ✓ Housestaff has not sought reimbursement for another conference in the same academic year.
- ✓ If housestaff has previously received reimbursement for travel in a prior academic year, he/she is required to provide evidence that previous papers or abstracts presented were submitted for publication in a medical journal (manuscripts or abstracts need not be accepted for publication). If papers or abstracts previously presented at a conference are not submitted for publication, housestaff may submit other work published/submitted for publication to satisfy this requirement. Housestaff must be identified as first author (exceptions are considered- see procedure below).
- ✓ Resident's attendance at conference cannot create conflict for duty hour requirements (for either the resident or the program).
 - a. Travel days do not meet the definition of duty hours per ACGME and therefore are days off; the day of presentation is counted as duty hours.
- ✓ Meeting must be accredited for CME.
- ✓ If resident wishes to extend stay for remainder of conference, he/she would be responsible for those additional costs (including any cost due to different flights). Permission to stay is granted at the discretion of the program director.
- ✓ Travel expenses must be 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 (Program can choose travel method.) ✓ Meals-\$50 per diem (maximum per meal below includes tax) <ul style="list-style-type: none"> ○ \$10 Breakfast ○ \$10 Lunch ○ \$ 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"> ✓ Rental cars ✓ 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 for further information.

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It is the housestaff's responsibility to obtain approval for travel and to submit expense related information after travel within the timeframe outlined below.

Timeline for Reimbursement

At least 1-2 months prior to travel:

- Housestaff or program designee must submit a [Travel Approval \(TA\) report](http://go.rutgers.edu/travel) (<http://go.rutgers.edu/travel>) and other required documents (see procedure below) to the Residency/Fellowship Program Office. Talk with your program coordinator to obtain names of Department Administrator, Budget Approver, and GL string or Project (if applicable).
- Once TA is approved, visit <https://procurementservices.rutgers.edu/travel-and-expense> to book travel using [Concur](#), the University's Travel Online Booking Tool

1-2 months post travel:

- Housestaff or program designee must submit an Expense Report online with all required documents (see procedure below).
- Additional approvals are required if documentation is submitted after 60 days, so housestaff should make every effort to submit within a 2-month window after travel.
- Housestaff should expect reimbursement for travel related expenses approximately 2 pay periods after submitting documentation.

NOTE:

- ✓ Missing documents or submission of incomplete forms will delay reimbursement. It is the housestaff's responsibility to ensure that all required documentation is submitted online. Please follow up with the Program Coordinator for assistance if necessary.
- ✓ Travel advance payments are NOT available.

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

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CHECKLIST-Reimbursed Travel Expenses

Travel Advance (Prior to Travel)

First Time Presenter

- _____ Travel Advance Form (signed by housestaff and Program Director)
- _____ Conference brochure (MUST identify housestaff as presenter AND date of presentation)
- _____ Copy of abstract/poster or paper (SHOULD identify housestaff as FIRST author)
- _____ Abstract/Poster/Paper- First Presentation Attestation
- _____ Estimate documentation for airfare, lodging, registration fee
- _____ Book Travel (Airfare, etc) through Concur

Previous Presenter

- _____ All of the above documents (under First Time Presenter)
- _____ Evidence of publication/submission for publication-abstract or manuscript

Expense Report (Post Travel)

- _____ Expense Report (appropriately completed by Housestaff or program designee)
- _____ Receipts (itemized) for all expenses uploaded appropriately

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Procedure for Reimbursement

PRIOR TO TRAVEL (PROCESS MUST BE FOLLOWED FOR EACH TRIP):

Access Travel Approval (TA) DocuSign online at <http://go.rutgers.edu/travel>. The below directions are specifically for Rutgers employed residents.

PowerForm Signer Information:

1. Traveler's Name and email address
2. Administrator/Department Head: Name and email address of Department Administrator (not Program Director or Chair) – please obtain this information from your Residency/Fellowship Program Coordinator
3. Dean's Office: N/A – this is only needed for direct reports to the Dean (ie. Chairs) or international travel.
4. Budget Approver: Name and email address of your Finance Representative or your Senior Grant Analysis for any grant activity (projects beginning with 8 or 9) – please obtain this information from your Residency/Fellowship Program Coordinator
5. Select "Begin Signing"
6. Select the "I agree box" in the left-hand corner
7. Select continue
8. Start completing the form with Requestor's Name, Department, request date, phone number, purpose of trip, depart date and return date.
9. Select the GL string or Project, populate the fields related to your selection – please obtain this information from your Residency/Fellowship Program Coordinator
10. Go to the "Itemized Estimated Expense" section and populate those fields. Complete all fields. The total est. expenditure field will automatically calculate.
11. Traveler's signature required
12. Select "Finish" once done and the document will begin routing to the selected approvers.

Once you received your approved Travel Approval Report form you can now go into Concur to book your flight and hotel information.

Make sure that you complete Concur and answer all questions pertaining to your travel. Especially this question: "Have you received an approved Travel Approval Report form prior to processing this travel booking? Required - Yes or No.

Documentation Required:

1. Complete and submit the 'TA' and supporting documentation **AT LEAST ONE-TWO MONTHS PRIOR TO TRAVEL:**
2. A copy of the conference brochure that describes the conference AND identifies the housestaff as a presenter
3. A copy of the paper, poster or abstract to be presented (must indicate housestaff is first author)
4. A signed *Abstract/Poster/Paper First Presentation Attestation* form indicating that the resident has not presented the paper, poster or abstract at another conference AND that attendance at this event meets ethics and compliance policy (see Appendix A)
5. Supporting documentation for estimates itemized on the TA including airfare, lodging and registration fees. This documentation can be screen prints, travel agency estimates or hotel/airline estimates. Estimates for meals and transportation (e.g. cab, public transportation, airport parking etc.) are not required.
6. **Evidence of publication/submission for publication is required of housestaff who have previously presented at a conference and received reimbursement in a prior academic year.** The housestaff officer must be identified as first author.

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POST TRAVEL:

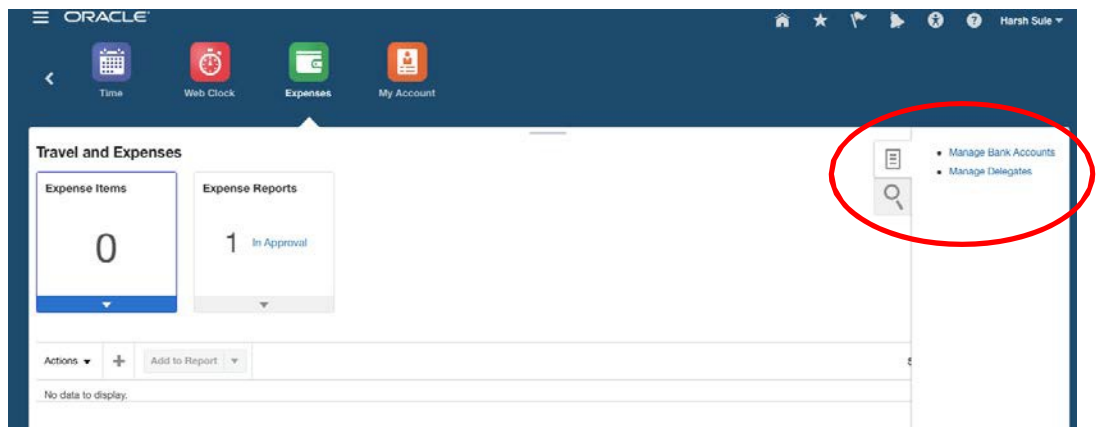
1. Go to my.rutgers.edu (login on top right of page)
 2. On the tabs, select "My Apps" and scroll down to expand the number of tabs
 3. Scroll down to the Finance section → Select "Expense Management"
- 4. One time steps:**
- i. Add your Program Coordinator as a Delegate (needs to be setup only once)
 1. Click on the icon to the right that looks like a page (see image below)



2. Click on "Manage Delegates" and on the next screen click on the "+" sign – search for your Coordinator and then click "Save and Close" (top right)
- ii. Add your Bank Information so that all reimbursements are direct transfers (paper checks are difficult to track, take more time and may get lost)
 1. Click on the icon to the right that looks like a page (see image below)

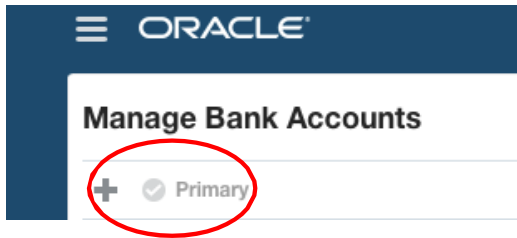


2. Click on "Manage Bank Accounts"



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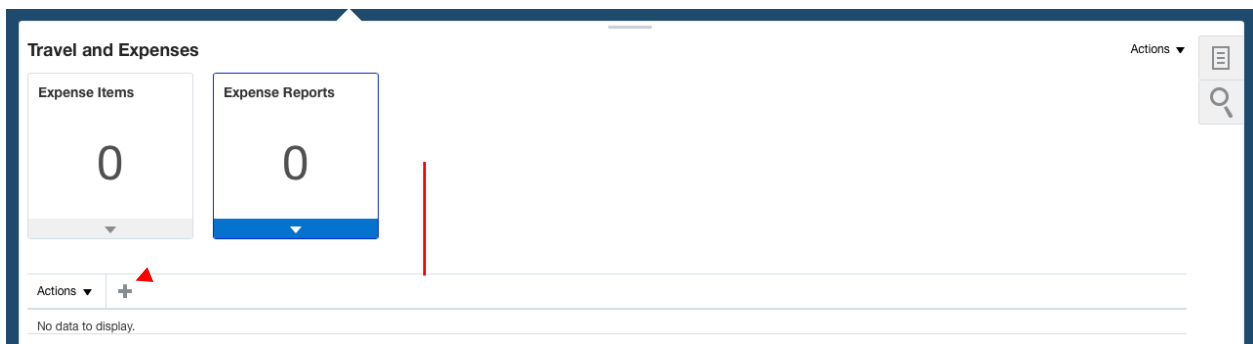
3. Click on the “+” sign to the left of the screen



4. Enter the required bank information (with an “*”) and click “Save and Close”

5. Add in a new Expense Report

- i. Click on the “+” sign to the middle of the screen (see image below)



- ii. Enter current date
- iii. Leave Template as “Rutgers Business Unit Expense”
- iv. Select the “Type” of expense
- v. Enter all other required fields (with an “*”) for the assigned template
- vi. Leave the “Account” as is
- vii. Attach a scanned copy of the relevant receipt(s) by clicking on the “+” sign to the top right of the window (see image below).



- viii. If you have more reimbursements for the same trip/reason click “Save and Create Another”, otherwise click “Save and Close” – *do not click “Submit”*
6. Once your Expense Report is complete and saved, please email your Program Coordinator to inform him/her. He/she will then enter the relevant account numbers and submit the report on your behalf.
7. *When you receive an email informing you that the expenses have been approved and you are receiving bank transfer it is vital that you forward this to your Coordinator so that he/she can cross you off his/her pending list.*

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APPENDIX A

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 the abstract/poster/manuscript title identified below will be presented for the first time at 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

Housestaff Name (Print)

Housestaff Signature

Date

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APPENDIX B

Residency Conferences

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
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

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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)

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SNS RUNN Course (Research Update in Neuroscience for Neurosurgeons)
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

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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/future-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

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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

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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