

## 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 from GME 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"> <li>✓ Expenses for three days (day prior to, day of, and day after presentation) and two nights (day prior to and the day of presentation)</li> <li>✓ Airfare to and from conference location (Program can choose travel method.)</li> <li>✓ Hotel- Two nights (the night before and the night of the presentation) including tax and resort fees (Program can choose travel method.)</li> <li>✓ Meals-\$50 per diem (maximum per meal below includes tax)                             <ul style="list-style-type: none"> <li>○ \$10 Breakfast</li> <li>○ \$10 Lunch</li> <li>○ \$ 30 Dinner</li> </ul> </li> <li>✓ Cab fare to and from airport, to and from conference to hotel</li> <li>✓ Parking at airport (for personal car)</li> <li>✓ Conference registration fees</li> <li>✓ Mileage if driving personal car to conference (at University current rate) <a href="http://procurementservices.rutgers.edu/travel">http://procurementservices.rutgers.edu/travel</a></li> </ul>	<ul style="list-style-type: none"> <li>✓ Rental cars</li> <li>✓ Other hotel expenses (e.g. spa, dry cleaning, computer access fees etc.)</li> <li>✓ Luggage check-in fees</li> <li>✓ Alcoholic drinks</li> <li>✓ Expenses incurred by a traveling companion</li> <li>✓ Unreasonably expensive meals</li> <li>✓ Meals included in the cost of conference fees</li> <li>✓ Expenses related to personal negligence (e.g. parking tickets, fines, towing, traffic violations etc.)</li> </ul>

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

## **Graduate Medical Education- Travel Reimbursement Procedure**

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 month prior to travel:**

- Housestaff or program designee must submit a Travel Approval (TA) report and other required documents (see procedure below) to the Residency/Fellowship Program Office.

#### **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.

**Graduate Medical Education- Travel Reimbursement Procedure**

**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 fees

**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

## Graduate Medical Education- Travel Reimbursement Procedure

### Procedure for Reimbursement

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

**Access travel approval (TA) form through the MY.RUTGERS.EDU (for Rutgers Paid Residents) or MYUHNJ.ORG (for Podiatry Residents) portals. The below directions are specifically for Rutgers residents.**

1. Log on to the portal (problems accessing the portal should be directed to the IST help-desk (732) 743-3200 or 3-3200 on campus)
2. On the tabs, select "My Apps" and scroll down to expand the number of tabs.
3. Scroll down to the Finance section → Select "**Accounts Payable and Travel Forms**"
4. A new window will appear, select **Travel Advance (TA)** under **Travel Forms-FACULTY STAFF-NON EVENT**. Note: This only works in Internet Explorer. The form will NOT open in Chrome or Firefox.
5. Complete the TA, print the form, sign, and submit to your Residency/Fellowship Program Office for program director approval along with supporting documentation identified below. Leave the GL string boxes blank. For further information, please discuss with the Residency/Fellowship Program Coordinator.

#### **Documentation Required:**

6. Complete and submit the 'TA' and supporting documentation **AT LEAST ONE MONTH PRIOR TO TRAVEL:**
7. Complete/sign the TA and obtain your Program Director's signature.
8. A copy of the conference brochure that describes the conference AND identifies the housestaff as a presenter
9. A copy of the paper, poster or abstract to be presented (must indicate housestaff is first author)
10. 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)
11. 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.
12. **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.

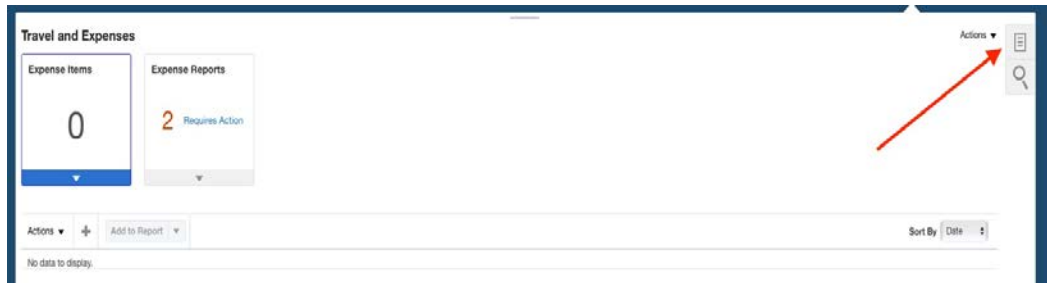
## Graduate Medical Education- Travel Reimbursement Procedure

### 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:

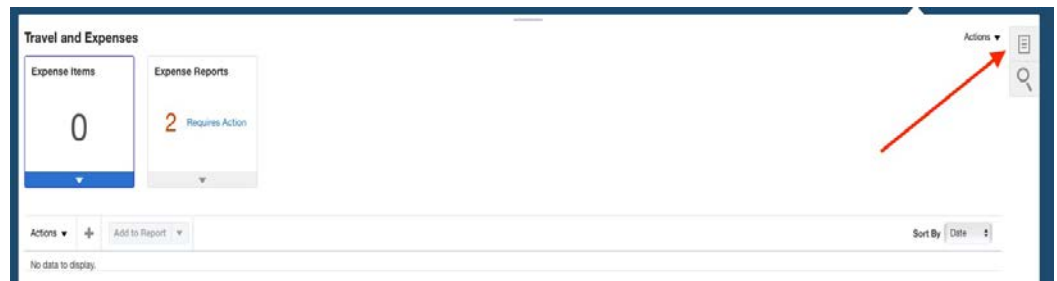
- i. Add your Program Coordinator as a Delegate (needs to be setup only once)
  1. Click on the icon to the right that looks like a page (see image below)



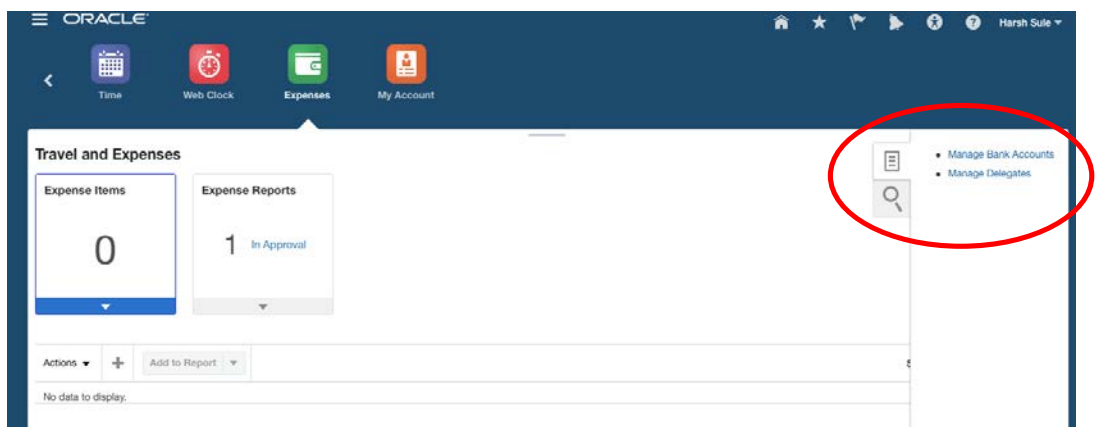
2. Click on "Manage Delegates" and on the next screen click on the "+" sign – search for your Coordinator and then click "Save and Close" (top right)

- 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)

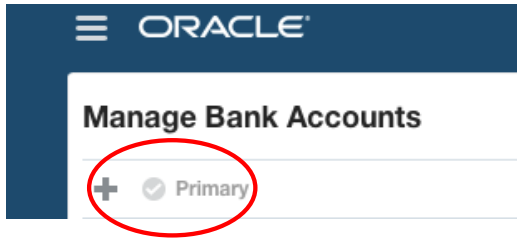


2. Click on "Manage Bank Accounts"



## Graduate Medical Education- Travel Reimbursement Procedure

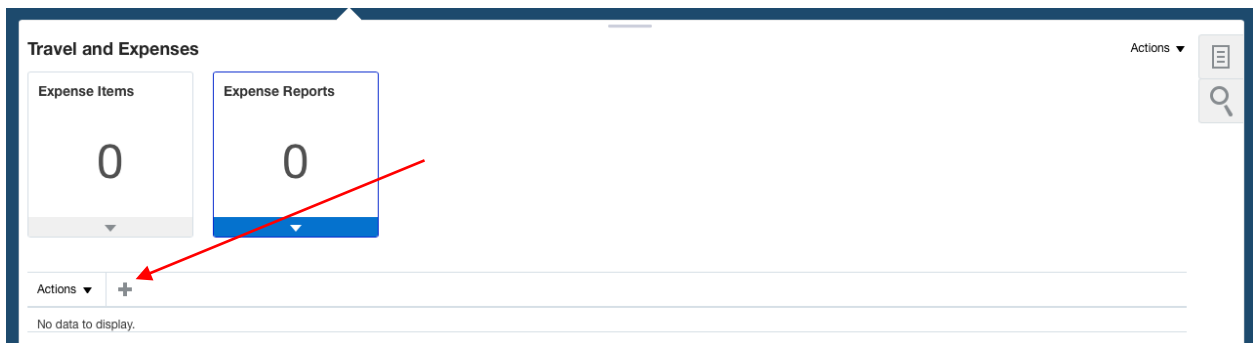
3. Click on the “+” sign to the left of the screen



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.*

**Graduate Medical Education- Travel Reimbursement Procedure**

**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 University Hospital or 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 University Hospital or Rutgers for expenses incurred from presenting the scholarly work identified below.

\_\_\_\_\_  
Abstract/Poster/Manuscript Title

\_\_\_\_\_  
Housestaff Name (Print)

\_\_\_\_\_  
Housestaff Signature

\_\_\_\_\_  
Date

**Graduate Medical Education- Travel Reimbursement Procedure**

**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



## **Graduate Medical Education- Travel Reimbursement Procedure**

### **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)

## **Graduate Medical Education- Travel Reimbursement Procedure**

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

## **Graduate Medical Education- Travel Reimbursement Procedure**

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

### **Psychiatry:**

American Psychiatric Association Annual Meeting

## **Graduate Medical Education- Travel Reimbursement Procedure**

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:**

General Surgery – American College of Surgeons Annual Meeting  
Organ Transplantation – American Transplant Congress – annual meeting of ASTS and AST  
The Transplantation Society International Congress – every two years  
Bioethics – American Society of Bioethics and Humanities (ASBH) Annual Meeting

### **Trauma and Surgical Critical Care:**

American Association for the Surgery of Trauma (AAST)  
Eastern Association of Trauma (EAST)  
Western Trauma Association (WTA)  
Annual Congress of the American College of Surgeon (ACS)  
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*