

Resident Educational Travel Policy
Department of Otolaryngology — Head and Neck Surgery

The Department of Otolaryngology — Head & Neck Surgery of Virginia Commonwealth University recognizes the importance to the resident educational experience of participation in professional society meetings, symposia, and educational conferences. To that end, the Department shall make every effort to foster resident research leading to submission of papers for presentation at such meetings, and also to allow resident attendance at conferences and symposia of particular educational value. The following policy is created to provide the necessary financial support to allow resident travel to and thus participation in such educational experiences.

Resident Educational Travel Policy

General

1. *Any resident planning educational travel must complete a departmental leave request form.* This must be submitted to the Program Coordinator for approval by the Program Director at least 1 month prior to the beginning of the month in which the travel will occur to allow for any needed adjustments in call or clinic schedules. Special allowances may be granted at the discretion of the program director if adequate advance notice is not possible. The maximum number of days a resident may take for educational leave for meeting attendance is given in the Resident Leave Policy.
2. *For any meeting or educational experience requiring travel, the resident must submit a travel expense proposal to the Program Coordinator for approval by the Program Director, or travel expenses will not be reimbursed.* This must also be submitted at least 1 month prior to the beginning of the month in which the travel will occur. This must include a listing of major anticipated expenses, including, but not limited to meeting registration, airfare/transportation, lodging, and food. Society dues will be reimbursed only if society membership is required for attendance to the meeting being attended. It should be noted that all residents are provided with required yearly dues for membership in the American Academy of Otolaryngology.
3. *Annual Educational Travel Limits.* Residents may attend a maximum of two scientific meetings in any given academic year, not including the Virginia Society of Otolaryngology annual meeting. Further, the total number of workdays (weekdays) away from VCUHS must fall within the limits for educational leave set for the resident's post-graduate year. The limit of two meetings, and the limit on total days of educational leave do not include nor apply to the courses listed below under "Specific Courses," any of the annual Departmental or VCUHS courses given throughout the year, or attendance at the annual meeting of the Virginia Society of Otolaryngology, as these meetings and courses are considered an integral part of the educational program.
4. *Resident Travel Funds* — provided appropriate leave and expense proposal forms have been submitted as specified above, resident travel expenses will be provided as follows:
 - a. PGY- 3, 4, and 5 residents are required to prepare at least one research paper for submission to a major scientific meeting (AAO Annual Meeting, COSM, or Triological Society Section Meeting), and peer-reviewed journal, each year. Funding will be provided as detailed in

- section 4, below. PGY-2 residents may also present research at a major scientific meeting if possible and receive full travel funding as outlined below, however are not required to do so.
- b. PGY-2 residents are required to submit a research paper for presentation as oral or poster presentation at the annual meeting of the Virginia Society of Otolaryngology. Full funding for this trip will be provided.
 - c. Resident travel expenses for any meeting attended at which original research is to be presented either in oral or poster format, will be reimbursed completely, up to a maximum of \$1500 for any single meeting.
 - d. PGY-I residents are given no standing travel fund allocation. PGY-I residents presenting original research performed within the Department of Otolaryngology — Head and Neck Surgery of VCUHS will have travel expenses covered as per item 4c above.
 - e. f. No travel funds will carryover from one year to the next.

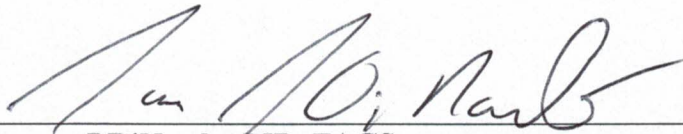
5. Specific travel expenses and issues:

- a. Food allowance: The maximum daily reimbursement for food will be that set by Virginia Commonwealth University. If meals are provided by the conference, separate reimbursement will not be approved for these particular meals. Cost of alcoholic beverages will not be reimbursed. If itemized bill/receipt is not available, reimbursement may be withheld.
- b. Lodging: Residents will be required to share rooms whenever possible. Residents choosing not to share a room, and traveling with a spouse or other companion, will receive reimbursement for only 50% of lodging expenses. Only overnight lodging required to allow participation in meeting educational activities will be reimbursed. As such, lodging expenses for nights in excess of the length of the meeting will not be reimbursed. If you leave your car at the airport you must use Park and Go or long term parking, we will not pay to park at the airport.
- c. Airfare/transportation: If first or business class accommodations are submitted, the traveler will only be reimbursed for the coach fare. Rental cars will not be reimbursed, except in cases where rental costs approximate the total costs of airport shuttles or taxis incurred by all resident(s) sharing the rental car. Expenses for use of personal car for travel will be reimbursed per guidelines set by Virginia Commonwealth University.
- d. Receipts: Travel reimbursement form with itemized receipts must be submitted within 10 days of return from trip, or reimbursement will not be made.
- e. Meeting registration and society dues: All meeting registration and course fees will be reimbursed up to the limits outlined elsewhere in this policy. Society dues will be reimbursed only if society membership is required for attendance at meeting attended.

Specific Meetings

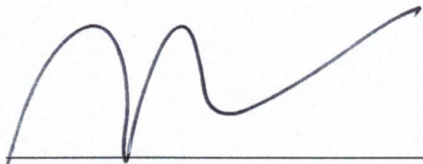
1. All residents will be encouraged to attend the Annual Meeting of the Virginia Society of Otolaryngology. However cases of conflict or issues with clinical coverage needs will be settled by the Program Director, with preference first given to residents presenting original research, and second to more senior residents. Dates of attendance during weekdays will be counted against the resident's educational leave balance. Financial support for hotel, meals, and travel expenses will be provided for those presenting original research as per the guidelines listed above.
3. PGY-2 residents will attend the Annual VCUHS Brashear Head and Neck Anatomy Course given by the Department of Anatomy of Virginia Commonwealth University. Dates of attendance will not be counted against the resident's leave balance.

4. PGY-2 residents will receive full funding to attend the AO-ASIF Craniomaxillofacial Trauma Workshop, or similar introductory maxillofacial trauma course with hands-on plating workshop. Funding will be subject to the same funding limitations as listed in items 4 and 5 above. In addition, the standard educational leave and travel expense proposal forms must be completed at least I month prior to travel. Dates of attendance will not be counted against the resident's leave balance.
5. PGY-5 residents will receive full funding to attend either the Annual Meeting of the AAO-HNS or the Combined Otolaryngologic Spring Meetings (COSM), subject to the same funding limitations as listed in items 4 and 5 above, regardless of whether original research is to be presented, if this is the only national meeting being attended that year. No other travel funding will be provided to travel to other meetings, as it is the expectation that any research could have been presented at AAO-HNS Annual Meeting or COSM. The standard educational leave and travel expense proposal forms must be completed at least I month prior to travel. Dates of attendance will be counted against the resident's leave balance.
6. Travel to other Educational Meetings/Symposia. Residents are also encouraged to seek out educational courses of particular educational merit sponsored by industry and professional societies (such as the AAOA Resident Educational Retreat). Attendance at such meetings will be counted toward resident educational leave allotment, and thus subject to limits on resident educational leave. No funding will be provided by the department.



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8/12/19
Date



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8/21/19
Date