

EDUCATIONAL TRAVEL POLICY

Residents and fellows in good standing are provided financial support to attend an educational conference pertinent to their specialty. All travel (including virtual) to educational conferences must be approved by the resident/fellow's Program Director. Residency/fellowship programs may have a listing of conferences that are appropriate for residents/fellows to attend. Residents/fellows should refer to their individual program manuals for further information.

Once approved by the resident/fellow's Program Director, final approval is required by the Director of GME Finance.

Residents and fellows should not pay for conference registration, transportation or accommodations until they receive final approval. In the event that a resident or fellow has paid for educational conference registration, transportation or accommodations and final approval is not granted, the resident or fellow will not be reimbursed. Receipts must be submitted within 6 months of return from approved travel. Failure to do so may result in denied reimbursement.

All components of travel must be executed in the most cost efficient means possible. Ground versus air travel, choice of airfare, and lodging must be in accordance with UConn policy as displayed at:

<https://health.uconn.edu/finance/travel/policies-and-procedures/> (air & ground)

<https://health.uconn.edu/finance/travel/lodging/> (lodging)

The financial support available to attend an educational conference is as follows:

- Interns/Residents: Up to \$2,000 will be supported **during residency** for PGY1-5 and an additional \$2,000 for PGY6-7 from the training program's budget.
- Fellows: Up to \$2,000 will be supported **per year** from the training program's budget.

Additional funding up to a maximum of \$2,000 during residency/fellowship may be approved if a resident/fellow is presenting UConn GME related research as the primary author at an educational conference (in-person or virtual). Such funding also requires approval by the resident/fellow's Program Director and the Director of GME Finance as outlined above. This additional funding is not available for a resident/fellow presenting research at a conference done outside of the scope of their UConn residency/fellowship program (i.e.: in medical school).

International educational conference travel will be considered for financial support on a case by case basis. Such funding also requires approval by the resident/fellow's Program Director and the Director of GME Finance as outlined above.

Revised 3/15, 11/17, 1/20, 3/21

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