

## **PULMONARY AND CRITICAL CARE MEDICINE SECTION FELLOW TRAVEL GUIDELINES**

Fellows who have abstracts accepted at national conferences will have their travel funded by the Division, provided funding is available. Fellows must notify the Program Coordinator (Sheryl Latenser) as soon as they know they will be traveling for educational purposes. The fellow must ask the program coordinator to submit a travel authorization form. Travel authorizations will outline for the fellow what will be covered by the Division. Either the fellow or the program coordinator may make travel arrangements but if the fellow makes travel arrangements, no reimbursement can be guaranteed. Payment and reimbursement for fellow travel will follow University guidelines and will be paid through the Division's Educational Development fund

The only travel costs that will be covered are:

- 1) Conference basic registration fee: The Division can pay this at the time of registration. The individual must pay additional sessions and late registration fees over the amount of the early registration fee.
- 2) Coach Air fare costs: Travel arrangements to the city in which the meeting is being held must be made through the University's contracted travel agency and will be paid in advance by the Division. An exception will be made if a travel grant requires that travel arrangements be made through the grantor's contracted travel agency.
- 3) Hotel costs: All hotel costs including hotel deposit must be paid by the fellow up front and will be reimbursed with proper documentation. When attending a conference, the fellow should make arrangements with another fellow or faculty to share the hotel room/hotel expense. Exceptions to the double occupancy rule will be allowed if no other Division members are attending the conference or could not share the room with the fellow. If spouses will be traveling with the fellow, the fellow will only be reimbursed one half the cost of a double occupancy room.
- 4) Meals: Fellows will be reimbursed for meals within IRS and University guidelines (i.e., no reimbursement for alcohol, etc). Receipts must be presented for all meal reimbursement. Meal reimbursement is not done on a per diem basis.
- 5) Destination Airport Transportation: Transportation to and from the destination airport will be reimbursed up to the level of the cost of the airport shuttle round trip ticket.
- 6) All requests for car rentals will require a memo to the program director detailing the justification of need for car rental and the cost saving to the University. The fellow will need to discuss this with the program director. All car rental requests must be approved by the program director.

All funds granted directly to a fellow by pharmaceutical companies must be reported to the fellowship coordinator prior to making travel arrangements. If a pharmaceutical grant is obtained to defray costs for a fellow's attendance at a conference, the grant will be used to cover the costs in the following order:

- 1) Air fare
- 2) Hotel (according to the above rules)
- 3) Receipts for meals
- 4) Basic Registration Fee
- 5) Destination Airport Transportation
- 6) Additional sessions (if all above are covered and there are remaining funds from the grant)

Unused funds will be placed in the Educational Development fund.