

Conference Travel UNMC Plastic Surgery Residents

ACGME requires residents in accredited programs to be actively involved in scholarly activity during their residency/fellowships. Scholarly activity may include local, national and international conference participation, including but not limited to poster presentations, conference workshops, committee participation, etc. Residents in the UNMC Plastic & Reconstructive Residency Program in good standings who wish to participate in these types of activities; the following guidelines will apply:

Travel Request

Resident will notify the Program Director (PD) and the Program Coordinator (PC) with the conference information and dates of requested travel as soon as they receive their acceptance. Upon approval from the PD the PC will check the resident's vacation/conference log for resident availability. If the resident is on rotation other than general plastics, they must also receive approval from the rotation director for time away from service. *(PC will assist with rotation approval if necessary).*

Conference Registration / Expenses / Fees

Residents must provide the PC with a conference program, either in paper form or an online link to the conference information in order for a travel request to be completed and submitted for University approval. The conference must meet all requirements set forth by the University policies for conferences and meetings and must be directly related to the resident's current training program. If a registration fee and/or membership fee is required for the conference the fee will be included as part of the maximum amount allowed as noted below.

GME allows for residents to travel to **one conference** per academic year for a poster presentation / scholarly activity up to \$2500* to include, travel, hotel and meals; not to exceed the 5 days allowed for conference travel per academic year and must comply with the University travel policies. Through our unrestricted educational grant from OsteoMed, the program director may approve up to two additional travel requests per academic year for a resident whose scholarly activity has been accepted for presentation at a national conference (up to \$1500¹ each). This will allow for each resident (3) within the program to present a minimum one time per academic year. If one of the additional requests is for a resident who has already presented in the same academic year, the following shall be considered before an approval can be made:

- At the time of the request are there pending applications for scholarly activity from the other two residents in the program and if so will these conferences take place prior to the end of the academic year if accepted
- Has the resident exceeded the 5 days allowed by GME rules for conference attendance (not including Sat/Sun)

- Is the presentation directly related to the resident's plastic surgery training or UNMC research project
- Is the resident in good academic standing

If a second poster presentation is approved for a resident who has already presented within the same academic year, travel for the second conference may not exceed \$1500 and any travel time exceeding the 5 days allowed by GME rules (excluding Sat/Sun), the resident must use his/her own vacation time for those additional days. Personal travel, expenses and/or companion travel expenses are excluded from reimbursement and are the sole responsibility of the resident.

Conference Travel Requests – Without Abstracts or Poster Presentations

For those residents requesting to attend a conference for educational purposes and are not presenting a poster or other abstracts must also submit for approval and follow instructions for travel, fees, etc., as set forth above prior to attending. The conference must be directly associated with their current training. Residents may use their allotted (up to) 5 days for conference travel, if available. If conference travel days have been maximized the resident must use their personal vacation time to attend and may not exceed their available vacation time per academic year.

Costs associated with the conference request (fees, travel and meals) will be deducted from any available funds the resident has in his/her personal yearly educational fund² at the time of the request. Costs exceeding the available funds will be the sole responsibility of the resident.

Program Director reserves the right to deny any travel requests. Program Evaluation Committee (PEC) may review the resident conference travel policy and procedures annually for changes and/or updates as needed. Regardless of availability of funds or approval for travel residents are still required to be actively involved in scholarly activity throughout their residency training.

For specific travel rules and guidelines refer to the UNMC Plastic Surgery Resident's Business Travel Policy & Procedures

**Based on the current GME house officer budget, is subject to change and is not a guarantee of travel approval.*

¹Travel for additional poster presentations will be funded by the unrestricted educational grant received annually from OsteoMed and are subject to availability of the funds at the time of the travel request. No more than two requests per academic year shall be approved. Courses offered at the conference for a fee are not included and will be subject to the resident's available education funds at the time of registration. If funds are not available the resident will be responsible for their own course registration costs. Poster acceptance is not a guarantee of an approval to travel. Travel that has not been approved prior to will not eligible for reimbursement.

²Each resident's designated educational funds are based on the current academic year's budgeted amount from GME and the non-restrictive educational grant provided by OsteoMed. Total amounts are subject to availability at the time of the travel request or reimbursement submission. Available educational funds does not guarantee an approval to travel.