

University of Utah General Surgery Residency Handbook

Revised April, 2019

Section 9: Travel

One of the benefits of participating in scholarly activity is travel to meetings to present your work. In addition, the residency program feels that certain activities should be part of your professional development and should be included in your residency at no cost to you.

Your professional development fund cannot be used for:

- Interview travel
- Personal travel

An outline of how meeting travel is scheduled:

- Generating an abstract
 - You must inform the PDY faculty member that you are preparing an abstract
 - You must present your abstract idea to faculty members for review (e.g. U-INQUIRE)
- If your abstract is accepted
 - You must inform the administrative assistant who is in charge of travel, currently Deborah Shaw, of the meeting, location, and date of presentation
 - If your abstract was accepted for an oral presentation, you must present your planned presentation to faculty members for review (e.g. U-INQUIRE)
- Reimbursement
 - The administrative assistant will review the planned expenses for travel
 - The expenses will be compared with the funds in your professional development account
 - If there are enough funds, nothing further needs to occur and you can attend the meeting
 - If there are not enough funds to cover travel expenses:
 - The faculty sponsor will be made aware
 - It is up to the faculty sponsor to approve a funding source for expenses not covered
- Caveats
 - This funding mechanism is for research presentations where the University of Utah will receive credit for the work done in the presentation
 - Work done outside of the University will need to have all travel covered by the sponsoring entity
 - If you are traveling with other residents of the same gender, you are expected to share a room with them to decrease costs

- If you decide not to share a room, only ½ of the room expenses will be covered through your professional development funds

Meetings paid for by the Division:

- Association of Academic Surgeons Research Conference
 - PGY-3 residents will be covered to attend the ACS meeting and attend the AAS research conference
 - Residents will participate in the meeting through the U of U reception on either Monday or Tuesday night

Other professional development travel:

- Courses
 - Require approval by the Program Director
 - There needs to be a concrete objective for travel to the course
 - Course registration fee and travel expenses will be taken from your professional development fund
- National/Regional boards and committees
 - Participation on various boards and committees is a form of professional development
 - NRMP
 - RRC
 - Various ACS committees
 - Specialty Society committees
 - Expenses for travel to these meetings will be taken from your professional development fund
- National Fellowships (e.g. Surgical Education Research Fellowship)
 - Fees for applying for the Fellowship will be taken from your professional development fund
 - Travel expenses not paid for by the fellowship will be taken from your professional development fund

Things not covered in this section:

- Any item not covered in this section requires review by the Program Director and the Chief of the Division of General Surgery before any action is taken on the item