

NCH Healthcare System Graduate Medical Education

SUBJECT: Travel Policy

PURPOSE: NCH recognizes the importance of trainee participation in professional activities away from the hospital. Such participation is to develop the individual's professional competence, broaden knowledge, enhance the individual's and NCH's reputation, strengthen recruitment, and introduce the trainees to professional groups.

SCOPE: This policy applies to residents within the NCH Healthcare System Residency and Fellowship Programs (NCH).

POLICY STATEMENT: Program Director Responsibilities:

Program Director is responsible for pre-approval of travel expenses and travel days on an academic year basis in a manner consistent with NCH's commitment to expense management. Trainees must be in good standing on the date the trip is scheduled to begin. If a trainee's status changes between trip approval and begin date, travel must be re-approved by the Program Director.

ALL REQUESTS FOR TRAVEL MUST BE APPROVED IN ADVANCE BY THE PROGRAM DIRECTOR AND THE GRADUATE MEDICAL EDUCATION. Any expenses that are not pre-approved will not be reimbursed.

Travel and Travel Days:

- There is a cap of \$1,750 per trip for all travel expenses. This cap includes lodging, travel and transfers (including rental cars), parking, and meals. All expenses must be reasonable – see Airfare Reservations and Travel Incidentals for further information.
- Justification for rental cars must be submitted to and approved by the Program Director prior to travel. Rental car fees will not be reimbursed if not approved by the Program Director.
- Registration is paid separately.
- Travel days may not be carried over to the next academic year or program.
- Travel days may not be taken as terminal leave.
- Trainees may not convert vacation days to trip days.
- Travel expenses that occur on vacation days used to extend a trip will not be reimbursed.
- Use of a full trip day is required if less than half a workday is spent on campus. Use of a half trip day is required if between half to a full workday is spent on campus.
- Prior to all travel, NCH Advanced Travel/Seminar Approval Form must be filled out and submitted to GME for approval.

Exceptions to the Travel Policy guidelines must be approved in advance of travel by the Program Director and the GME Office. **All travel requests must be submitted to the Program Director and approved prior to making travel commitments.**

Presentation Travel:

No abstracts should be submitted for presentation without the prior approval of the Program Director. The presentation must be given at a recognized society or association meeting or a workshop with Category I CME credit. The same presentation may be made only once. The same presentation may be made twice if the first presentation takes place at a geographically local or regional resident conference. Only one trainee can utilize presentation trip days per project, per trip.

NCH Healthcare System Graduate Medical Education

Residents are allowed up to 10 days per academic year for presentation travel. Each trip is limited to 3 consecutive days, including weekends. Any additional weekdays must be considered vacation or unpaid time.

Travel for participation on the executive boards of professional medical organizations or on behalf of NCH fall within the guidelines for presentation trips. Travel for trainee participation in prominent national organizations (ACGME and AMA, for example) while in residency count against the 10 allowed days for presentation travel.

On recommendation from the Program Director and approval of GME, travel support for the presentation of papers may be provided to trainees who have finished their programs at NCH up to 6 months after their departure. Reimbursement limits apply.

Attendance Travel (travel to attend a conference or meeting, not presenting) and Local Travel:

Travel to a conference where the trainee is not presenting will be considered on a case-by-case basis. If approved, trainees may attend one conference during the term of their training program, limited to 5 consecutive days or less (weekends included) depending on available non-clinical time, to attend a recognized society meeting, elective course, or workshop with Category I CME credit.

Local travel will also be approved on a case by case basis. The maximum reimbursement available for local travel is \$500, inclusive of incidentals, lodging, and registration.

International Travel:

International travel (Alaska, Hawaii, U.S. territories and dominions, Canada, and other countries) for attendance or presentation must be approved by the program director. The request must be reviewed carefully and meet the applicable policy statements above. **All expense reimbursement and reimbursable day limitations apply.**

Airfare Reservations:

Airfare must be booked by the trainee. Only coach airfare will be reimbursed. All exceptions must be pre-approved by the Program Director and GME.

Travel Incidentals:

The following items may be included for reimbursement by the trainee:

- Personal Meals up to \$61 per day
 - Delivery fees and room service fees will not be reimbursed
 - Meals that are included as part of the conference program will not be reimbursed
- Car rental if pre-approved by Program Director
 - Only basic/economy rental cars will be reimbursed
 - Insurance on rental cars will not be reimbursed
- Taxi
 - For necessary travel to and from airport/hotel/conference
- Airport or Conference Parking
- Uber
 - For necessary travel to and from airport/hotel/conference
- Reasonable tips

NCH Healthcare System
Graduate Medical Education

The following items are not reimbursable:

- Alcohol (beer, wine, and other spirits)
- Meals for family members, travel companions
- Insurance with car rentals
- In-room movies
- Upgraded hotel rooms
- Meals that are included in the program or meeting registration fee or paid for by someone else who will be reimbursed by NCH for purchasing the meal
- Any expense not pre-approved by the Program Director

DocuSigned by:



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Hermes Koop, MD

Designated Institutional Official

8/6/2024

Date

APPROVED BY GMEC 7/30/24