

Residents will be reimbursed for travel expenses according to the following policies:

1. Resident must give an oral presentation of a paper at an approved regional or national scientific meeting. The paper must be completed PRIOR to the meeting.
2. ***Travel requests must be submitted to Dr. Wang at least six (6) weeks in advance of travel date.*** Requests should include copy of acceptance letter, copy of abstract, and travel request form, which includes a budget. There will be NO post facto approvals or reimbursement.
3. **Poster presentations** will be reimbursed on an individual basis. Residents should always inquire and obtain approval in advance before submitting.
  - a. **Suggested Vendors:**  
Genigraphics: <https://www.genigraphics.com/posters>  
FedEx Office: <http://local.fedex.com/ca/los-angeles/office-0897>
4. **Airline tickets** should be purchased at least 21 days in advance to obtain the lowest coach fare. Procrastination and purchase of a high-priced last minute fare is not acceptable. Any add-ons will be itemized out of your ticket purchase and not reimbursed (extra leg room, wifi, etc.) Such tickets will not be reimbursed.
5. **Hotel room charges** will be reimbursed at a rate not to exceed the discount conference rate for the least expensive room. Expenses exceeding the discount conference rate are the responsibility of the traveler. The maximum hotel reimbursement is \$250 per night (including all taxes).
  - a. Hotel rooms should be shared with another resident attending the meeting, if possible. Sharing a room with a spouse or significant other could result in reimbursement of only half of the hotel charge.
6. **Length of Stay:** Residents may stay one day prior and one day after their oral presentation, for a total of 3 days and 2 nights of reimbursed expenses. Expenses involving stays at the meeting beyond 3 days are the resident's responsibility.
7. **Reimbursement Documentation: Original** receipts, including a copy of the final **hotel bill showing 0 balance**, a completed manuscript which is ready for submission to a peer-reviewed journal, a completed **Travel Reimbursement form** and a copy of the **Travel Request form** signed and dated by Dr. Wang, are required for reimbursement. Failure to submit proper documentation will result in denial of reimbursement.
8. Arrangements must be made for call coverage at each hospital. If coverage is not adequate, travel request will be denied. Weekdays used for meetings/travel will be counted as VACATION days off.
9. Any questions about this policy should be referred to the Budget Committee, which will give final approval for all travel reimbursement requests.
10. ***All requests for reimbursement must be submitted within 30 days after the completion of the trip.***