

UCLA Department of Surgery

Resident/Fellow travel for professional activities

The involvement of Resident/Fellows in travel related to professional (educational) activities is necessary and encouraged. Travel can result in absences from clinical duties and also results in numerous expenses, a number of conditions must be met before such travel will be allowed.

Criteria for approved travel

- The reason for traveling is to present the results of original investigative work conducted while at UCLA; or for participation in educational activities approved by the residency program director.
- The traveler is presenting an abstract, publication, or poster as a first author
- The traveler will be personally making the presentation of the investigative work.
- Time away from clinical duties is minimized. Travel to the away location on the date prior to the day of the presentation and return immediately following completion of the presentation. The department and the university will only approve travel for the time necessary to attend and deliver your presentation.
- Conference travel is limited to once a year per Resident/Fellow. Exceptions to the criteria above will be reviewed by the program director and will be discussed with the Chair's Office. Exceptions may be granted for travel covered by sponsored research projects or other exceptional criteria.
- Travel is restricted to domestic destinations only; international travel is not permitted.

Authorization for travel

Absences from clinical duties must be approved in writing by the:

- Chief of the service involved
- Chief Resident/Fellow
- Program director
- Sponsoring faculty member

This action is necessary so that adequate coverage can be arranged for the Resident/Fellow's absence from clinical duties. A travel request form must be completed and signed. In addition to the Resident/Fellow travel request form, the sponsoring faculty member should seek and obtain approval to finance the Resident/Fellow travel/meeting registration prior to any travel reservations.

Please return the form to the Surgery Education Office at least 30 days before the event. Travel reservations should not be made prior to approval, as any expenses not pre-approved will not be eligible for reimbursement.

**UCLA Department of Surgery
Resident/Fellow Travel Form**

Name: _____ Date: _____

Travel dates: _____ Faculty Mentor: _____

Name of conference and location: _____

Presentation dates and time: _____

Rotation at the time of travel: _____

Funding/FAU _____

(The PI/Mentor will be covering the travel expenses. Please check with the PI/mentor for the FAU as it is required for this travel to be considered for approval)

Cost of travel:

Hotel*: _____

Transportation: _____

Meals: _____

Registration fees: _____

*University Hotel limit - \$333 per night

Conference travel is limited to once a year per resident/fellow and only allowed if you are the first author of an abstract, publication, or poster being presented. Please include proof that you have been accepted to present your work as a first author. Once approved, we encourage that you utilize UCLA Travel to book your airline and hotel accommodations (contact your Program Coordinator for details). For reimbursement, please send a copy of the receipts and credit card statements to your Program Coordinator.

I acknowledge that I have read the Resident/Fellow travel for professional activities document, completed this form in its entirety, and included all required information and supporting documents including an FAU and proof that I am the first author of work being presented/proof of acceptance to present as a first author.

I acknowledge that this will be my one conference travel for the academic year.

Resident/Fellow Signature: _____ **Date** _____

Approval Signatures:

Program Director: _____ Date _____

Faculty on service: _____ Date _____

Chief Resident on service: _____ Date _____

Faculty Mentor: _____ Date _____

Travel and Entertainment Intake Form

Section 1: Department Information

1. Department Name:
2. Requestor's Name:
3. Requestor's Email:
4. Supervisor/Approver Name:
5. Date of Request:

Section 2: Purpose of Request

6. Type of Expense (Travel, Entertainment, Morale Activity, Other):
7. Allowable exceptions (check all that apply):

Faculty or researcher travel to conduct required research

Meeting or training participation required by a grant or required to maintain grant funding

Faculty or researcher travel to attend a conference for required training

Faculty recruiting meals or trips

Activities required under a collective bargaining agreement

Society memberships

8. If none of the exceptions apply, please explain why this travel or entertainment is essential:

Section 3: Event or Travel Details

9. Name of Event or Activity:
10. Start Date:
11. End Date:
12. Location:
13. Estimated Total Cost:
14. How will the cost be funded? (include FAU or funding source):

Section 4: Justification and Supporting Documents

15. List justification and supporting documents provided (e.g., agenda, proof of funding, itinerary):

Section 5: Confirmation

16. Confirm that the request complies with UCLA policies (initial):

Section 6: Approvals

17. Approved by director:

18. Approved by unit CAO:

19. Approved by CFO:

20. Approved by department chair: