

Department of Obstetrics and Gynecology

Guidelines for Resident Travel and Professional Development

The Department of Obstetrics and Gynecology will provide conference and scholarship support to residents as indicated below. For each academic year, a portion of the department's budget will be set-aside for this purpose; however, the amounts listed below could vary from year to year.

Meeting	Requirements	Maximum Support
Scientific Presentation	<ul style="list-style-type: none"> • One meeting/paper • <u>Prior approval</u> from Program Director ie. <i>before abstract is submitted</i> • <i>Abstract must be submitted with request</i> 	\$1500/resident
General conference/meeting funding <ul style="list-style-type: none"> ▪ Academically sound meetings/conferences ▪ Courses as approved by Program Director 	<ul style="list-style-type: none"> • Maximum one (1) meeting per resident for each academic year • Any remaining funds will carry over to the following year • Approval from Program Director 	Maximum of \$2000 for term of residency (years 1 through 5)
Other Major Meetings from the following list may be considered: <ul style="list-style-type: none"> ▪ APOG /CREOG/SOGC ▪ Western Perinatal Meeting ▪ Making a Mark ▪ Other meetings as approved by Program Director 	<ul style="list-style-type: none"> • Maximum two (2) residents per meeting for each academic year with exception of Making a Mark • Approval from Program Director 	\$700/resident for meetings within Alberta \$1000/resident for meetings outside Alberta \$1500 for MaM
Leadership Awards & Committee Representation <ul style="list-style-type: none"> ▪ APOG/CREOG/SOGC Committee ▪ AAGL (endoscopy) 	<ul style="list-style-type: none"> • Maximum two (2) residents per annum per award • Approval from Program Director 	\$1500 maximum

General Guidelines:

1. The **"Conference Leave Request Form"** must be signed off by the Chief Resident, and submitted together with the **"Resident Travel and PD Fund Request Form"** to the Program Director for preliminary approval
 - i. **NOTE: This must be done a minimum of 6 weeks prior to travel, and prior to submitting an abstract.**
2. If approved by the Program Director, the forms will be submitted to the APO for final financial authorizations and approvals. If there are any issues arising from the application, you will be contacted directly
3. If the application meets financial approvals/authorizations, you will receive an email notifying you of your award
 - i. Included will be a speedcode that you will be required to have for submitting your claim online after travel has been completed. This will go into the Accounting Details portion of your claim.
4. Travel Claims are submitted online after travel is completed. Please go online to enter your claim at the following link: ([PeopleSoft Financials](#)); you'll need your CCID and password to access the system.
5. **All paperwork must be received in our offices (5S131) before final online review can proceed.** We require ORIGINAL itemized travel receipts (airline ticket, conference registration, hotel and meal receipts). Please ensure these are **organized on 8.5 X 11 paper and in the order they appear in your claim.**
6. All claims must abide by the university guidelines: <https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Travel-Expense-Procedure-Appendix-A-Schedule-of-Allowable-Expenses.pdf>
7. **Funding will not be approved retroactively** (i.e. for past academic years) nor will funds be given in advance (i.e. allotment for future years)
8. **Travel funds cannot be used to pay for exam fees** (i.e. Royal College) nor used for travel to sit these exams.
9. **Department funding is limited.** If presenting an abstract, a resident is encouraged to seek alternate funding sources from the Division connected with the resident's presentation (i.e. Fertility, Oncology, Perinatology, Urogynecology).
10. All available funding documented in our current "Travel & Professional Development Guidelines for Residents" is subject to an annual review and will be updated pending assessment.

Updated: April 2016