# Department of Obstetrics and Gynecology

Guidelines for Resident Travel Application and Professional Development Request

The Department of Obstetrics and Gynecology Finance Committee will review and determine support for conference and Professional Development opportunities for Residents as indicated below. For each academic year, a portion of the department’s budget will be set-aside for this purpose, as well as other sources; however, the amounts listed below could vary from year to year.

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| **Meeting** | **Requirements** | **Maximum Support** |
| PGME Grant Funding | * Can support attendance at conferences and workshops and/or to provide financial support for education materials such as textbooks and software. | $650.00/Resident Can be carried over, but only within the granting cycle |
| Scientific Presentation | * **One meeting/paper** * Prior approval from Program Director ***before abstract is submitted*** | Up to $1500/Resident Annual Maximum determined by Finance Committee |
| General conference/meeting funding   * Academically sound meetings/conferences/   courses as recommended by Program Director | * **Maximum one (1) meeting per Resident for each academic year** * Any remaining funds will carry over to the following year * Prior recommendation from Program Director | Up to a maximum of $1,500 for term of residency (years 1 through 5) |
| Other major meeting from the following list may be considered:   1. APOG or CREOG Annual Meeting 2. SOGC Annual Meeting 3. SOGC West 4. Western Perinatal Meeting 5. Science and Beyond Meeting 6. Other meetings as approved by Program Director | * + **Maximum two (2) Residents per meeting for each academic year**   + Prior recommendation from Program Director | Up to $500/Resident for meetings within Alberta  Up to $1000/Resident for meetings outside Alberta |
| Leadership **Award**   * CREOG * AAGL (endoscopy) | * + **Maximum two (2) Residents per annum per award**   + Prior approval from Program Director for names submitted | Up to $1500 maximum  Up to $2500 max CREOG |

**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.
   * 1. **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 a RESPONSE email that provides the next steps.
4. Travel Claims are online via the financial system ([***PeopleSoft Financials***](https://www.prodps.ualberta.ca/finprd/signon.html)); you must use your CCID and password to access the system. All paperwork must be received in our offices (5S131) before final online review can proceed.
5. ObGyn will follow the TAP and HAP process. ORIGINAL itemized travel receipts (airline ticket, conference registration, and hotel) are required.
6. All claims must abide by the university guidelines: <https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Travel-Processes-and-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 in late September pending assessment.