



Effective Date: July 1, 2023

Last Reviewed: July 2023

Section: Medical Education

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Subject: Trainee Travel Policy

PURPOSE:

Provide educational time and funding, where applicable, for trainees to attend educational meetings and conferences.

POLICY:

The program director will dictate the policy for conference and travel for their trainees based on their educational needs, and the needs of the service within the hospital, while staying within the guidelines established by the RRC's of the ACGME within their specialty.

Approval Process

1. Trainees and interns are to secure approval for travel from program leadership **at least 60 days prior** to the date of departure.
2. Trainee must complete a travel request form provided by each specialty program
 - 2.1.1. The trainee's Program Director is required to approve and sign the form.
 - 2.1.2. Requested travel forms are available from your Program Coordinator.
3. A copy of the meeting or conference flyer should be attached to the travel request form
4. Approval of requests are based on program budgets, educational requirements and scheduling needs of service within the hospital and/or Stony Brook system.
5. Failure to secure approval **prior** to travel dates could result in no reimbursement of all requested expenses.

Travel Arrangements and Reimbursement

1. Upon return, trainee must submit receipts to the Program Coordinator and a check request will be submitted to the hospital through the GME department.
 - 1.1.1. Submit all conference receipts to the Program Coordinator.
 - 1.1.2. The Program Coordinator will submit for a check request to the hospital through the GME department
2. Reimbursement is eligible for:
 - 2.1. Conference registration fee
 - 2.2. Travel to and from the conference destination
 - 2.2.1. Trainees may drive, but the hospital will only reimburse the lower of the two modes of travel and will only provide tickets for coach fares.
 - 2.2.1.1. Car rental is not routinely reimbursed. There has to be clear indication that a car is necessary for you to attend the conference
 - 2.2.1.2. In cases where prior approval is given for car rental, this will only be reimbursed for the day before and after a conference, as well as the actual conference days, and will be reimbursed at the compact rate.
 - 2.2.2. Hotel accommodations affiliated with the Conference
 - 2.2.2.1. Hotel rates will be reimbursed at the single person rate only. Hotel expenses will only be reimbursed for the day before and the actual dates of the conference.
 - 2.2.3. Shuttle service, when applicable, will be reimbursed to and from the airport and the hotel
 - 2.3. Food and alcohol will not be reimbursed.
 - 2.4. Travel and/or meals for spouses, children, and guests are not reimbursable.

Any questions regarding this process should be directed to Medical Education Director.