



MedStar Georgetown University Hospital

Department of Anesthesia

Title:
Travel Policy
Issued:
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Last Revised:

Policy Number:

9506

Pages:

3

Attachment:

Attachment A - Travel Request Form

Attachment B - High Cost Cities

POLICY:

In efforts to foster scholarly activity, the Department of Anesthesia will cover a portion of travel expenses for faculty and residents while presenting their research at an academic conference. Limitations and requirements for reimbursement are detailed below for both Faculty and Residents.

Please Note:

- **All items submitted for reimbursement require a detailed and itemized receipt.** Summary receipts or credit card statements are **not** acceptable and will not be reimbursed.
- Submission of documentation from conference detailing poster or presentation acceptance must be submitted with request for reimbursement.
- Maximum departmental support for poster presentations is 1 conference per person, per academic year (effective academic year 2017, starting July 1, 2016).

FACULTY

Transportation

- Airfare/Train - Lowest available commercial discount ticket
 - First class, preferred class, business class or any other non-standard tickets will not be reimbursed or result of a partial reimbursement.
 - Ticket must be purchased in advance – last minute booking resulting in excessive ticket cost is subject to partial reimbursement.
- Auto Rental – economy, compact cars only
 - A rental car will only be reimbursed if used as means of transportation to conference in lieu of air or train fare
 - Gasoline is NOT reimbursable
- Automobile
 - If using personal vehicle as means of travel to a conference, total number of miles along with starting and destination address should be submitted.
 - Reimbursement is 56 cents/mile plus tolls
- Local Transport & Parking
 - Taxi, Shuttle Busses are acceptable
 - Private cars will not be reimbursed
 - Economy airport parking only

Lodging - Actual cost of a standard room, for a maximum of 3 nights.

- Maximum reimbursement is \$150/night plus tax. Exceptions up to \$210/night will be made for high cost cities as detailed in Attachment B.

Meals

- Limited to \$70 per day
- Alcohol will not be reimbursed
- **Please Note:** Professional funds cannot be used to offset meal expenses

Printing

- Department will cover printing costs through the University Printing Service.

Conference Fees

- Basic registration fee only – special courses or workshops will be reimbursed from one's professional fund at the request of the traveler if dollars are available.

RESIDENTS (PGY2-4):

Transportation

- Airfare/Train - Lowest available commercial discount ticket
 - First class, preferred class, business class or any other non-standard tickets are prohibited
 - Ticket must be purchased in advance – last minute booking resulting in excessive ticket cost is subject to partial reimbursement.
- Auto Rental – economy, compact cars only
 - A rental car will only be reimbursed if used as means of transportation to conference in lieu of air or train fare
 - Gasoline is NOT reimbursable
- Automobile
 - If using personal vehicle as means of travel to a conference, total number of miles along with starting and destination address should be submitted.
 - Reimbursement is 56 cents/mile plus tolls
- Local Transport & Parking
 - Taxi, Shuttle Busses are acceptable
 - Private cars will not be reimbursed
 - Economy airport parking only

Lodging - Actual cost of a standard room, single occupancy for a maximum of 3 nights.

- Maximum reimbursement is \$150/night plus tax. Exceptions up to \$210/night will be made for high cost cities as detailed in Attachment B.
- If more than 1 resident of the same gender are attending a conference, a double-occupancy hotel room must be shared.

Meals

- Limited to \$50 per day
- Alcohol will not be reimbursed
- **Please Note:** Professional funds cannot be used to offset meal expenses

Printing

- Department will cover printing costs through the University Printing Service.

Conference Fees

- Basic resident registration fee only – special courses or workshops will be reimbursed from one's professional fund at the request of the traveler if dollars are available.



Russell T. Wall, MD
Chairman, Department of Anesthesia



Department of Anesthesia Travel Request Form

I, _____, have reviewed Department Travel Policy #9506 and understand that expenses incurred that are not in compliance are subject to denial or partial reimbursement. I understand that separate approval is required for any time away from work.

☐ **Professional Fund Reimbursement Request**

☐ **Presenter/Department Covered Reimbursement Request** – Documentation from conference with poster or presentation acceptance is required. Approval needed at least 4 weeks in advance of travel. Exclusions Apply – please refer to Departmental Policy #9506 for details.

General Information

Traveler Name: _____

Date of Departure: _____ Date of Return: _____

Purpose of Trip (Include Title of Presentation; Type of Presentation & Conference): _____

Additional Information: _____
(ex. Write down if you are sharing Hotel costs with another Resident / Faculty member or if you are driving to the meeting)

Estimated Cost of Trip:

Primary Transportation: ☐ airfare ☐ train ☐ personal vehicle (total miles: _____)

Estimated Transportation Cost \$ _____

Lodging/ Hotel Cost per Night: \$ _____ Total Nights: _____

Registration Fees: \$ _____ Meals: _____ Other: (Cab, Parking, etc) \$ _____

Total Estimated Cost of Trip: _____

Traveler: _____

Signature

Date

For Anesthesia Residents:

Resident Program Director: _____
Authorization Signature

Date: _____

For Anesthesia Faculty/Staff:

Department Chairman/Administrator: _____
Authorization Signature

Date: _____



High Cost Localities:

Arizona- Phoenix

California- Napa/San Diego/San Francisco

Colorado- Aspen/ Denver

Florida- Fort Lauderdale/Miami

Illinois- Chicago

Louisiana- New Orleans

Massachusetts- Boston

New York- Manhattan/Brooklyn/Bronx/Queens

Pennsylvania- Philadelphia

North Carolina- Raleigh

South Carolina- Charleston

Utah- Park City

Washington- Seattle