

DIVISION OF GENERAL SURERY
RESIDENT TRAVEL FUNDING POLICY

November 29, 2016

1. Only resident travel to a scholarly conference, either national or international when invited to present will be assessed for travel funding.
2. Prior to submitting an abstract to a scholarly conference/meeting, the resident must declare their intention in writing to the Resident Research Committee (RRC), by email using the Request for Funding/Travel Form (see attached)
3. Residents must justify why the meeting chosen is of significance educationally and the most appropriate venue to present the work.
4. Requests to present and receive funding must be reviewed by the RRC in advance of travel.
5. Travel funds will be granted based on assessment of prior funding, scope of the work and the intended meeting.
6. International meetings should be sponsored by the supervisor or grant/other funding wherever possible, but special requests to the RRC will be considered for funding for international meetings.
7. International funding requests need to be accompanied with a letter of support and justification by the trainees' faculty supervisor.
8. Preferential funding will be considered for North American meetings if applicable to the project.
9. The division will provide a maximum of \$1500 (Cdn) and will only pay for work presented at one conference/meeting per academic year. You cannot present the same work at numerous meetings.
10. Residents are encouraged to identify and apply for alternative sources of funding (i.e. PGE travel fund, RC travel fund, PSI Foundation, etc.)
11. Applications not received or reviewed by the RRC or received after travel will be denied funding.
12. Where possible, hotel accommodation and car travel should be shared.
13. Reimbursement of funds will only occur after submission of a full draft manuscript, original receipts and completed expense report are received in the program office (maximum time 2-months after travel). Late submissions will not be accepted and funding will not be provided.
14. Once the RRC has reviewed the application, the PA will inform the resident of the committee's decision via email.