

## Guidelines for Resident Travel/Conference Expenses

### Annual Funding Overview (July 1 - June 30):

- **All PGY Levels:** Up to \$2,000 CAD per annum.
- **Eligible Meetings:** AUA, CUA, ISSM, Northeastern Section, or other urology-related conferences.

### Conditions:

- Abstracts must be submitted to the program before the meeting.
- All residents must be in academic good standing
- All residents must request permission from the program before attending a meeting.
- Priority is given to residents who are presenting and to PGY4s.

### Additional Meeting Attendance:

- Residents wishing to attend additional meetings to present research must consult with their research supervisor before submitting an abstract.
- The research supervisor may provide financial support. This should be confirmed in writing well before the meeting.
- If multiple residents are involved in a research project, only the resident most responsible for the work will receive financial assistance.

**Presentation Definition:** A “presentation” refers to a podium talk or a moderated poster session where a verbal report is given. Unmoderated poster sessions are not eligible for financial support.

- Funding requests to research supervisors made after the meeting will not be approved.

### Expense Claims:

- The maximum allowable claim for expenses is \$2,000 CAD per annum.
- Residents must complete a travel expense form and submit receipts, along with the abstract if applicable, to the Program Administrator.
- If sharing a room, all names must be on the receipt, and only the share of the room expenses can be claimed.
- Each resident must submit their own receipts; attributing expenses to another resident’s annual allowance is not permitted.

### Non-Reimbursable Expenses:

- Personal costs such as entertainment and alcohol will not be reimbursed.
- Travel, accommodation, and meal expenses are covered only for the resident. Expenses for family members are not covered.

### Reimbursement Guidelines:

- **Airfare:** Reimbursement is for Advanced Purchase Economy Class rates (lowest fares). Flights should be booked as early as possible to secure the lowest rates.
- **Accommodation:** Reimbursement will cover the standard single-room rate, preferably shared accommodation with other residents.
- **Currency Conversion:** When expenses are incurred in the US or foreign currency, conversion should be done using rates obtained from UWO Finance Exchange.

**Cash Advances:**

- If a cash advance is needed to cover certain expenses before the meeting, contact the Program Director to discuss.

**Carry Forward of Funds:**

- Unused funding from one year cannot be carried forward to a future year.

**Time Off for Meetings:**

- Time off for attending meetings is at the discretion of the Chief Resident to ensure adequate clinical coverage.
- Preference will be given to PGY4s and residents presenting orally at meetings.

**Reimbursement Process:**

- To claim reimbursement, email receipts and a summary of expenses to the Program Administrator.

Revised:  
2021.10.04  
2023.09.12  
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