

## GUIDELINES FOR DIVISION OF UROLOGY SUPPORT OF RESIDENTS' CONFERENCE EXPENSES

1. The Division of Urology will provide funding per annum (July 1-June 30) for travel as follows:

PGY level	Amount	Meeting	Details
1	\$1,400	AUA, CUA or other urology meeting	<ul style="list-style-type: none"> <li>- abstracts to be provided to the program in advance of the meeting</li> <li>- all residents must request permission from the program prior to attending as priority is given to those presenting and to PGY4s</li> </ul>
2	\$1,400		
3	\$1,400		
4	\$1,400		
5	\$1,400		

2. On occasion, a resident may wish to attend **additional meetings to present research work**. The resident must speak with the research supervisor prior to submitting an abstract, who **may be able** to provide financial aid. Confirmation should be secured, **in writing and well in advance of the meeting, from the supervisor of the ability to provide support**. If more than one resident is involved in a research project, ***the resident most responsible for the work to be presented will be the only resident provided with financial assistance***. By definition, a “presentation” refers to a podium talk or a moderated poster session where a verbal report is given. An un-moderated poster session would not be subject to financial support. Funding requests to research supervisors after the meeting will **not** be approved.
3. The maximum allowable claim for expenses will be \$1,400 per annum as noted above. Claims for reimbursement of expenses will require completion of a travel expense form and receipts provided to Program Administrator, as well as the abstract if applicable.
- If a room is shared, both/all names must be on the receipt, and only that share of the room expenses can be claimed
  - Each resident must submit their own receipts (residents submitting receipts/costs to be attributed to another residents annual allowable is not allowed)
4. Personal costs such as entertainment and alcohol expenses will not be reimbursed.
5. Travel, accommodation and meal expenses should be claimed for the resident only. If family members attend the conference, their expenses will not be covered by the Division.
6. Airfare re-imbusement will be for **Advanced Purchase Economy Class rates (lowest fares)**. Flights should be booked as early as possible to take advantage of the lowest available fares.
7. Accommodation reimbursement will be for a standard, single room rate.
8. When meeting expenses were incurred in the US or foreign currency, currency conversion should be performed using rates obtained at: <http://www.uwo.ca/finance/finexch/>.
9. If a cash advance is needed to cover certain expenses prior to the meeting, please contact the Program Director to discuss.
10. There will be no carry forward of unused funding in a given year to a future year.
11. Time off for meetings is at the discretion of the Chief Resident to ensure adequate coverage of clinical activities. Preference will be given to PGY4s and residents **orally** presenting at meetings.
12. To claim reimbursement, email receipts to the Program Administrator, together with a summary.