

University of Utah
Division of Plastic Surgery
Meeting Travel Policy

Residents are encouraged to participate in both clinical and basic science research. Residents in the final three years of training will be given up to \$2,000 per year to cover costs to attend meetings. Residents in PGY 1-3 years will be allowed to attend one conference per year and will be given up to \$1,500 to cover costs to attend that meeting. If residents want to attend additional meetings, they can discuss funding options with the faculty PI of that project. The same requirements below will apply.

Abstracts from this research that may result in travel to a meeting must go through the following process: Approval of abstract submission by research mentor and approval of meeting location by research mentor and the Division of Plastic Surgery (Form for approval is available from the Division Office).

Meeting travel will be sponsored as follows:

- Research done in Division of Plastic Surgery
 - 100% of travel expenses (up to the allowable limit) is funded by the Division of Plastic Surgery
- Research done in the Department of Surgery
 - 50% by the Division of Plastic Surgery (up to the allowable limit)
 - 50% by the sponsoring entity
- Research done outside the Department of Surgery
 - 100% covered by the sponsoring entity

The Division of Plastic Surgery will not reimburse any meeting/travel expenses for the following:

- Poster Presentation
- Case Reports
- International Travel

International travel will not be approved by the Division of Plastic Surgery except under rare circumstances (presentation of a seminal paper at a legitimate international meeting). The research mentor and/or his/her Section or lab can sponsor this travel.

Only reasonable travel expenses will be reimbursed. Flights should be lowest coach fare. Hotel expenses will be at the conference rate. Ground travel will only include rides to and from the airport. If multiple residents are going to the same meeting, they are expected to room together if gender appropriate. A reasonable per diem for food will be provided. Receipts will need to be submitted for all reimbursement. Total reimbursable costs per conference will not exceed \$1,500.

At least one faculty member, who worked on the research project, must attend the conference with the resident. Once an abstract has been submitted and the meeting attendance approved, expenses (airfare, hotel, registration, per diem) will only be reimbursed if a manuscript has been submitted for journal publication prior to departure to the meeting. If a manuscript has not been submitted, the resident will be responsible for all costs.

The Mountain West Society of Plastic Surgery Conference will be treated as all other conferences and the same rules will apply for attending this conference.

The Division of Plastic Surgery will not fund travel to a meeting if the resident is not presenting at the meeting (see exceptions below).

In addition to the optional conferences outlined above. The Division of Plastic Surgery will also support residents to attend the following conferences/meetings.

Integrated residents in the PGY-1 and Independent residents in the PGY- 6 year will attend ACAPS bootcamp (costs covered by meeting sponsor and Division of Plastic Surgery).

Integrated residents in the PGY-2 and Independent residents in the PGY-6 year will attend the Stryker Salt Lake City course (costs covered by meeting sponsor and Division of Plastic Surgery).

Integrated residents in the PGY-3 will attend an AO Trauma course (costs covered by meeting sponsor and Division of Plastic Surgery).

Integrated residents in the PGY-4 and Independent residents in the PGY-7 year will attend an AO Hand Course (costs covered by meeting sponsor and Division of Plastic Surgery).

Integrated residents in the PGY-5 and Independent residents in the PGY-7 year will attend ASPS for 3 days, alternating days during the conference. They are allowed to spend up to \$1,500 per resident covered by Division of Plastic Surgery. Chief Residents will be allowed to attend ASPS and must present at Residents Day. They must also compete in the Resident Bowl. They are allowed to spend up to \$2,000 per resident covered by Division of Plastic Surgery.