



SUBJECT RESIDENT TRAVEL	POLICY NUMBER 300.018	PAGE 1 of 2
SOURCE Academic Affairs – Administration	ORIGINATION OR LAST REVISION DATE 07/19/05	EFFECTIVE DATE 08/02/05

I. POLICY

It is the policy of SJHMC Academic Affairs that If a resident has been authorized by the program director to attend a conference for which SJHMC will cover the cost, the resident must complete a “ Request for Time Away from Service” form as well as a “Requisition for Travel” (TR). Both forms must be returned to the program coordinator for further processing. Upon return, all receipts must be turned in to the program coordinator within 5 days for completion of an “Employee Expense Reimbursement Voucher.”

II. TRAVEL

All air travel arrangements must be made through the hospital’s designated travel agent!

1. Air travel will be arranged at the lowest available round trip coach fare.
2. Travel by car will be reimbursed at 37.5 cents per mile - **not to exceed the cost of round trip coach airfare.**
3. Parking and toll fees will be reimbursed with receipts. Receipts for other ground transportation (i.e. bus, taxi, limo) are required if over \$10.00
4. Expenses for rental cars are generally not reimbursed, but an exception may be made with **prior approval only.**

III. LODGING

Reimbursement is limited to the resident’s proportionate share of the cost (receipt should indicate single or double occupancy rate) and to the minimal number of nights required for conference attendance.

IV. MEALS

Meals will be reimbursed with appropriate receipts up to \$50 per day.

V. PHONE CALLS

Telephone and/or FAX charges will be reimbursed when incurred **as part of conducting hospital business** (hospital policy 10060.1)



REVIEWED AND IN COMPLIANCE WITH:	DATE
ACGME	07/19/05
CHW	07/19/05
JCAHO	07/19/05
RISK/LEGAL	07/19/05
HUMAN RESOURCES	07/19/05
REVISED	07/19/05
APPROVED BY	
POLICY/PROCEDURE COMMITTEE	07/19/05
GMEC COMMITTEE	08/02/05