Department of Obstetrics and Gynecology

Guidelines for Resident Travel and Professional Development

The Department of Obstetrics and Gynecology will provide conference and scholarship support to residents as indicated below. For each academic year, a portion of the department’s budget will be set-aside for this purpose; however, the amounts listed below could vary from year to year.

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| **Meeting** | **Requirements** | **Maximum Support** |
| Scientific Presentation | * **One meeting/paper**
* Prior approval from Program Director ***before abstract is submitted***
 | $1500/resident |
| General conference/meeting funding* Academically sound meetings/conferences/

 courses as approved by Program Director | * **Maximum one (1) meeting per resident for each academic year**
* Any remaining funds will carry over to the following year
* Prior approval from Program Director
 | Maximum of $2000 for term of residency (years 1 through 5) |
| Other major meeting from the following list may be considered:1. APOG or CREOG Annual Meeting
2. SOGC Annual Meeting
3. SOGC West
4. Western Perinatal Meeting
5. Science and Beyond Meeting
6. Other meetings as approved by Program Director
 | * + **Maximum two (2) residents per meeting for each academic year**
	+ Prior approval from Program Director
 |  $500/resident for meetings within Alberta$1000/resident for meetings outside Alberta |
| Leadership **Award*** CREOG
* AAGL (endoscopy)
 | * + **Maximum two (2) residents per annum per award**
	+ Prior approval from Program Director for names submitted
 | $1500 maximumCREOG $2500 |

**General Guidelines:**

1. The “Conference ***Leave*** Request Form” must be signed off by the Chief Resident, and submitted together with the “Resident Travel and PD ***Fund*** Request Form” to the Program Director for preliminary approval.
	* 1. **NOTE:  This must be done a minimum of 6 weeks prior to travel, and prior to submitting an abstract.**
2. If approved by the Program Director, the forms will be submitted to the APO for final financial authorizations and approvals.  If there are any issues arising from the application, you will be contacted directly.
3. If the application meets financial approvals/authorizations, a copy of your application will be returned to you in your mailbox at our office in 5S131 Lois Hole Hospital.
	* 1. At the bottom will be a account combination code that you will be required to have for submitting your claim after travel has been completed.
4. Travel Claims are now made online via the new financial system ([***PeopleSoft Financials***](https://www.prodps.ualberta.ca/finprd/signon.html)); you’ll need your CCID and password to access the system. All paperwork must be received in our offices (5S131) before final online review can proceed.
5. We require ORIGINAL itemized travel receipts (airline ticket, conference registration, hotel and meal receipts).
6. All claims must abide by the university guidelines:  <https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Travel-Expense-Procedure-Appendix-A-Schedule-of-Allowable-Expenses.pdf>
7. **Funding will not be approved retroactively** (i.e. for past academic years) nor will funds be given in advance (i.e. allotment for future years).
8. Travel funds cannot be used to pay for exam fees (i.e. Royal College) nor used for travel to sit these exams.
9. **Department funding is limited.**  If presenting an abstract, a resident is encouraged to seek alternate funding sources from the Division connected with the resident’s presentation (i.e. Fertility, Oncology, Perinatology, Urogynecology).
10. All available funding documented in our current  “Travel & Professional Development Guidelines for Residents” is subject to an annual review and will be updated in late September pending assessment.