Request for Travel Funds to Present Research

24-25 AY

MAXIMUM AMOUNT AVAILABLE IS $1500.00 over 3 years of training

If a house officer has been invited to present a paper at a meeting or conference, it is expected that a research grant of the resident's faculty sponsor will cover the resident's expenses. The next source of funding is a grant of $1500.00 from the Department of Medicine over your 3 years of training. A resident must provide a copy of the invitation to present to [Matthew.Konjoaian@cuanschutz.edu](mailto:Matthew.Konjoaian@cuanschutz.edu) in the housestaff office and he will make your travel arrangements.

Funds for travel and related expenses may be requested by residents presenting research at national or regional meetings.

Following is a check list of items required by the housestaff office **before** travel begins.

Resident:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Travel:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of anticipated travel:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Destination:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Letter of Invitation to present your research must be attached to this form.**

**You must upload both your abstract submission, and invitation to present to your MedHub learning portfolio under the correct presentation entry (national/regional or local). This must include conference, location, year presented, and abstract or invite if uploading separately. Example - “ATS Dallas 2024 Abstract”**

**Travel Arrangements must be made through the University (Matthew Konjoian) in order to be reimbursed.**

Upon return from your travel all receipts must be submitted to Jefferson Velasco in the Housestaff Office. Please be aware that there are per diem rates and state rules and regulations pertaining to meals that vary from city to city.

**Conference Absences**

Because each resident’s clinic schedule is different, a half day absence during a clinic week will require the use of a full vacation day, even if you are working the other half day. **Make-up arrangements are not an option for clinic absences in 2024-2025.** To miss **any half day** of a clinic week for conference attendance you must submit a full day vacation request via the [Formstack](https://ucdenverdata.formstack.com/workflows/vacation_request), or if less than 60 days’ notice, contact your clinic director and [Kendra.Lewis@CUAnschutz.edu](mailto:Kendra.Lewis@CUAnschutz.edu) directly.

The one exception to this is Friday afternoon – Personal Growth and Development half day. To miss this half day only you do not need to utilize a vacation day, however if you will miss Fri morning as well, you must use a whole vacation day to cover the absence. We are not able to track vacation half days.

For half day absences during elective, the policy is the same. You must submit a full day vacation request via the [Formstack](https://ucdenverdata.formstack.com/workflows/vacation_request), or if less than 60 days’ notice, contact your clinic director (to approve cancellation of your add back, if applicable) and [Kendra.Lewis@CUAnschutz.edu](mailto:Kendra.Lewis@CUAnschutz.edu) directly. **Make-up arrangements are not an option for elective in 2024-2025.**

If time occurs during an inpatient block, you should work with the chief to see what options there might be (which might include changing day(s) off, or arranging a coverage swap with a co-resident and submitting via the [Swap Form](https://forms.office.com/pages/responsepage.aspx?id=yjczVhelGkKq4BqltBT9f5xFQR1CUN1Ki8ZNjx_zLdVURDlLS05VMVRFVEE0NUVURkQzT0NXTEsxTSQlQCN0PWcu) for approval).

You are responsible for arranging for your time off, whether that be by submitting a vacation request (ambulatory blocks), working with the chief (inpatient blocks), or arranging a coverage swap (inpatient blocks).

You must make your own hotel reservations and get reimbursed for them after you have traveled and submitted your expenses.

For office use only:

Travel Order Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Airline ticket issued by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_