Request for Travel Funds to Present Research

22-23 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 Jefferson.Velasco@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 2021 Abstract”**

**Travel Arrangements must be made through the University (Jefferson Velasco) 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.

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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_