

## **Resident Travel and Conferences**

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### *Guiding Principle:*

MMC encourages and supports all residents to present their scholarly activities at conferences; therefore institutional funds will be provided for travel using:

1. Program operational funds for required scholarly presentations
  2. A central pool of contingency funds for other scholarly presentations
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1. For programs that require a minimum number of residents to travel for presentation at conferences each year, a standardized amount of up to \$2,000 per resident will be budgeted for travel and conference fees. For all other programs in which the number of residents presenting at conferences varies from year to year or a program has exhausted their budgeted amount, there will be a central contingency fund of \$20,000 available.
  2. The contingency fund will be managed by the Department of Medical Education (DME) office. A report of how the funds are being used will be presented to the GMEC Bud
  3. The contingency fund will be managed by the Department of Medical Education (DME) office. A report of how the funds are being used will be presented to the GMEC Budget Subcommittee quarterly and to the Medical Education Executive Committee annually.
  4. Presentations funded include:
    - Posters
    - Abstracts
    - Case Reports
    - Oral Presentations
  5. Process for accessing funds:
    - Resident completes “Contingency Fund Application: Resident Presentation” form, including appropriate signatures and supporting documents
    - Application is sent to Designated Institutional Official (DIO) in Department of Medical Education for approval
    - Application is sent back to resident cc’ing Program Director and Program Administrator
    - If approved, resident completes MMC travel reimbursement forms and submits to Program Administrator in DME (*advanced payment is allowable following MMC policy*)