

## **Policy: Travel Stipend**

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The Pediatric Emergency Medicine Fellows will be provided the following travel funds:

- one-time \$1,000 travel stipend to be used toward attendance to a national Emergency Medicine or Pediatric conference during their fellowship
- annually, \$1,000 travel stipend to be used toward attendance at the PEM Fellow's Conference (optional in 3<sup>rd</sup> year of training)

Additional funds are provided to support fellow research projects **one time** during their training period to present **original research** at a conference or seminar. The fellowship will reimburse fellows for travel to and from the conference, two nights hotel stay, parking, meals, and conference registration fees up to a maximum of \$1000.00. Travel and hotel expenses require prior approval by the Program Director and fellows/mentors are encouraged to direct presentations to those meetings held within the continental United States. No special arrangements (time off, transportation, etc) or additional funding will be made for travel-related costs as a result of meetings held outside the continental US. Final decisions regarding allocation of funding for presentations outside the continental US by fellows is at the PD discretion. If needed, a fellow will be reimbursed for the cost of creating a poster should he/she have no Faculty mentor. Should a Faculty mentor exist with grant funding, he/she should be responsible for securing funding for the poster.

Fellow's can use their \$600 annual CME funds towards travel reimbursement.

Fellows will be reimbursed for travel expenses after attending the conference. To obtain reimbursement **ORIGINAL** receipts (internet receipts are acceptable) are submitted to the Program Coordinator with a copy of the conference brochure indicating the name of the conference, dates and location.

Travel expenses that are reimbursable include:

Registration Fee

Transportation (*airfare or if driving, mileage using the current University of Michigan mileage rate*)

Hotel (*covering the dates of the conference*)

*\*The single room rate will only be reimbursed unless the room is being shared with other authorized traveler(s).*

Ground Transportation (taxi, parking garage) to and from the airport only

Meals (*meals and incidentals during business travel will be reimbursed based on the per diem allowance set forth by the U.S. government*)

Rates can be found at the following link: <http://www.gsa.gov/portal/content/104877>

Meal expenses should not exceed the maximum allowances listed below:

Breakfast – not to exceed \$25.00 per meal

Lunch – not to exceed \$25.00 per meal

Dinner – not to exceed \$55.00 per meal

Refer to the Procurement Services Travel and Expense website (<http://www.procurement.umich.edu/travelexpense.html>) for current information regarding system links, phone numbers, email and other Internet addresses, cost rates and dollar limitations.

**Please be aware that car rental is NOT reimbursable.**

When submitting receipts for reimbursement please subtract personal expenses (ie in-room movies, personal phone calls, meals for spouses/significant others/guests, etc...). Additionally, if traveling with one or more fellows and place combined expenses on one bill please divide the bill indicating what the final charges are to individuals.

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Travel reimbursement will not be processed until all the appropriate documentation has been submitted and calculations completed.

Expense reports must be submitted within 45 calendar days from the end of the trip. Ideally, expense reports should be submitted within 10 days, but the policy allows for submission up to 45 calendar days. Expense reports submitted in excess of 45 calendar days may not be reimbursed.

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Initials	MN	MN/CMR	MN	SLB	MN	da	