

- A. This form must be completed PRIOR to resident travel.
- B. This form must be signed by the traveler and appropriate program personnel.
- C. This form must be submitted to the GME office for final approval.

Date:	Traveler:	Phone:	
Program:	Role:	PGY:	
Dept:	Mars Dept #:	Reporting Manager:	
***** TRIP SUMMARY *****			
Trip Type:			
Destination (From)	Destination (To)	Begin Date	
		End Date	
Does this trip include vacation time? <input type="checkbox"/> Yes <input type="checkbox"/> No		Vacation Dates:	
Business Purpose of Travel:			
Conference / Meeting Name:			
Title of Presentation / Abstract:			
***** ESTIMATED TRAVEL EXPENSES *****			
Expense Category	Estimated Travel Expenses	Please submit supporting documentation: Meeting Agenda & Evidence of Presentation	
Accommodation			
Airfare / Rail		Maximum Travel Amount Approved	Eligible amount for all GME Residents & Fellows
Registration		Podium/Platform Presentation	\$2,500.00
Meals		Poster Presentation	\$2,500.00
Transportation (i.e., Uber/Lyft/Taxi)		Official Capacity	\$1,000.00
Other*		*Other Trip Notes	
Total			
***** PRE-TRIP APPROVALS *****			
EMPLOYEE SIGN BELOW			
By signing below, I request the travel noted above:			
Resident/Fellow			Date
APPROVING SIGNATURES			
Program Director			Date
GME Office			Date