

ACADEMIC TRAVEL POLICY

Purpose:

To allow and support travel for the purpose of academic development.

Guidelines:

For residents who plan to travel for an academic reason for which one is seeking reimbursement (e.g. presenting first author on a poster, oral presentation of research), our program policy dictates the following must occur:

1. Approval from the Program Director, Dr. Suthar, using the Travel Authorization form.
2. Submission of the signed Travel Authorization form to Gus Chavez and Armen Carapetian (acarapetian@mednet.ucla.edu) for financial approval.
3. The resident planning to travel must arrange for coverage of any clinical duties during the time of academic travel. Coverage must be approved by the Chief Residents.
4. The resident planning travel should make travel arrangements only after the above steps have been completed.
5. Within 2 weeks of return from the approved academic travel, the resident should submit the Travel Reimbursement form to Gus Chavez and Armen Carapetian (acarapetian@mednet.ucla.edu).