

LSUHSC Department of Orthopedics Resident/Student research travel policy

PURPOSE

To inform residents and students about the process for obtaining research meeting travel approval and reimbursement.

ELIGIBILITY

Orthopedic surgery residents and/or LSU students in the school of medicine during their training years at LSU who have an oral presentation or poster accepted to a national or regional meeting in the continental United States.

Coverage

Expenses for 1 national (continental US) and 1 regional meeting will be covered by the department.

Podium

- registration, hotel, travel and expenses covered as outlined by institutional travel policies
- Resident receives preference over student
- Adult research: research chair will fund expenses
- Peds research: CHNOLA chair will fund expenses

Poster

- \$1000 allowance
 - o If there are multiple acceptances to the same meeting, amount will be prorated based on number of residents/students travelling
 - o Multiple posters can be set up by 1 person so necessity for all to attend is less
- Registration, hotel, travel and expenses covered as outlined by institutional travel policies
- Resident receives preference over student
- Adult research: research chair will fund expenses
- Peds research: CHNOLA chair will fund expenses

All requests must be approved by funding source prior to abstract submission

Additional requests will be considered on a case by case basis (ie. if accepted to multiple national meetings)

This policy is subject to change at any time by the department chair

All residents must have approved educational leave by the program director

It is the traveling individual's responsibility to assure that all approval is obtained

If two or more residents are traveling to the same meeting they must share a room whenever possible

Charges incurred by spouses and significant others will not be reimbursed.

If a resident would like to stay past the meeting date, any additional charges incurred during that time will be the responsibility of the resident and require annual leave

alcohol will not be reimbursed