

TRAVEL REIMBURSEMENT FORM FOR RESIDENTS

✓ Check One

Research Poster Travel – Prior Approval by the Program Director and GME office required. Residents may receive up to \$1500 annually for pre-approved, original research travel.

Education Allowance Travel – Residents may use all or part of their \$1200 annual educational allowance for conference travel or other educational related travel.

Other Pre-approved GME Travel – special circumstance travel approved by GME

Residents should submit all expenses together on one request form to be submitted **AFTER** travel occurs. **ORIGINAL RECEIPTS SHOWING PAYMENT METHOD MUST BE PROVIDED FOR REIMBURSEMENT TO BE ACCEPTED. CREDIT CARD BILLING STATEMENTS ARE NOT ACCEPTABLE FORMS OF PROOF OF PAYMENT.**

Resident Name _____ MD DO TL 1 2 3 4 5 6 7

Program _____

Departure Date _____ Return Date _____

Hotel # of days _____ Avg rate per day _____ = Total \$ _____

Airfare (flight and baggage fees together) Total \$ _____

Taxi/Shuttle Total \$ _____

Car Rental/Gas Total \$ _____

Personal Auto Mileage Total miles _____ x .575 = Total \$ _____
Not to exceed the cost of a flight – must include proof of mileage (mapquest)

Per diem # of days _____ x \$32 = Total \$ _____
Meal receipts not needed

Conference Registration Total \$ _____

Other _____ Total \$ _____

TOTAL AMOUNT REQUESTED \$ _____

I regard the expenses listed above as relevant to resident research or conference related travel.

Program Director Signature _____ Date _____

After approval by the Program Director, the expenses are to be submitted to the GME office at UICOMP for processing. Original receipts should be forwarded together with this form via in house mail (courier).