

REQUEST FOR PRE-APPROVAL OF RESEARCH-RELATED TRAVEL

Residents in UICOMP-Sponsored Programs are eligible to receive financial support to defray the costs associated with the presentation of research and scholarly papers and posters at scientific and professional meetings. Residents may receive a maximum of \$1,500 per year for travel. Allowable expenses include airfare, auto mileage not to exceed the cost of airfare, meeting registration, hotel and meal expenses consistent with the reimbursement policies of the OSF/University of Illinois. Original receipts clearly showing payment method must be provided. In addition, residents are eligible to receive a maximum of \$300 per poster for the preparation of posters by using UICOMP Division of Educational Services templates.

ALL APPROVALS MUST BE OBTAINED PRIOR TO TRAVEL

*Resident's Name: _____ Date: _____

*Residency Program: _____

*Location of Conference: _____

*Title of Presentation: _____

*Copies of the following must accompany this form for a

Presentation:	Copy of Abstract	Copy of Conference Acceptance Letter
Publication:	Copy of Accepted Manuscript	Copy of Acceptance Letter
	Documentation of Publication Cost	

Is support for poster preparation requested? ___ Yes ___ No

Date of Departure: _____ Date of Return: _____

Approval of Travel: _____ **Date:** _____

Program Director

Note: After obtaining signature of program director, send this form, a copy of the abstract of your presentation, and a copy of your conference acceptance letter, to the Office of Graduate Medical Education, UICOMP.

Authorization for Reimbursement:

_____ **Date:** _____

Lisa Collins, Administrative Assistant, Graduate Medical Education