

## RESIDENTS' TRAVEL POLICY

### I. Introduction

1. Travel is an important educational experience for all program residents and fellows and is defined by the programs' curricula and departmental policies.
2. Travel may enhance residents' general training curricula and provide opportunities for residents to meet individuals that could further their careers (i.e., fellowship directors, etc.).
3. Residents may travel to present scholarly work that has been submitted and subsequently accepted for presentation by discipline-specific professional societies.
4. Residents may travel to attend professional meetings to increase their fund of knowledge and network with colleagues.
5. Residents are allocated 5 workdays for educational leave where they may attend a scientific meeting.

### II. Policy

1. Travel must occur during the residents' allocated educational leave. Should this time have already been used, then travel must be approved by the department chair and program director.
2. Residents must receive permission to travel from both their program director and their department chair for local, regional and national meetings.
  - a. Travel must be scheduled in accordance with departmental policies as to advanced notification of time away from training.
  - b. Travel must be scheduled so as not to interfere with one's clinical responsibilities.
  - c. Travel must not interfere with the program's call schedules if coverage cannot be arranged.
  - d. Program directors will have the final say if travel can be accomplished after approval is received from the department chair.
  - e. Residents travelling must adhere to UNLV-SOM and NSHE travel policies with respect to hotel and per diem rates and time in advance to submit travel authorizations.
  - f. Residents must understand that not all travel may be reimbursed in full by their department.
  - g. Residents must understand that travel is a privilege.
3. For international travel, residents must receive permission from the Dean of the School of Medicine in addition to permission from the program director and department chair.
  - a. Travel must be scheduled in accordance with departmental policies as to advanced notification of time away from training.
  - b. Travel must be scheduled so as not to interfere with one's clinical responsibilities.
  - c. Travel must not interfere with the program's call schedules if coverage cannot be arranged.
  - d. The Dean will have the final say if travel will be permitted once approved by the program director and department chair.
  - e. Residents travelling must adhere to UNLV-SOM and NSHE travel policies with respect to hotel and per diem rates.
  - f. Residents must understand that not all travel may be reimbursed in full by their department.
  - g. Resident travel is a privilege.