



## UBC Department of Dermatology and Skin Science Resident Travel Policy

### Support is available in the form of time off and/or funding:

1. Time off: Up to a maximum of 5 working days per academic year may be taken for conference leave. Any time in excess of these 5 days must be taken out of vacation time. In extraordinary and rare circumstances, additional time for conference leave may be granted at the discretion of the Program Director in consideration with faculty supervisors.
2. Funding: Funding support from the Program depends on budgetary availability and the amount requested. Funds are available for the following:
  - Basic registration fees (residents' rate)
  - Abstract submission fee
  - Course fees to a maximum of \$200 (Course selection to be approved by the Program Director)
  - Return economy excursion airfare (any travel agent can be used as long as the traveler obtains the lowest possible excursion fare).
  - Shared hotel accommodation (i.e. double occupancy)
  - Ground transportation costs at the destination to a maximum of \$50 USD (transportation costs in Vancouver are not covered)
  - All expenses must be supported by **original receipts**. Photocopies of credit card statements will not be accepted. Please obtain an official printed receipt for all expenses. For airfare, please submit your **boarding passes** as well as a receipt stating the amount of the airfare.
  - There is no per diem meal allowance. Reasonable meal expenses will be reimbursed, but original receipts must be submitted.
3. Application for support must be submitted **at least three months** in advance of the requested time off/funding. Original receipts including boarding pass need to be submitted for reimbursement purpose later.
4. Residents should apply for conference funding or bursaries whenever they are available. If the resident is also eligible for the Program funding, the resident will receive the funding of the remaining balance after the amount of the conference funding has been subtracted.

### Conferences accepted:

The following conferences are eligible for resident attendance:

- American Academy of Dermatology
- Canadian Dermatology Association
- Society of Investigative Dermatology
- American Society for Dermatologic Surgery
- Eligibility for other conferences requires approval by the Program Director

Rules regarding eligible conferences:

- PGY-3, 4, 5 residents are eligible for funding support to attend **one** approved conference per year
- PGY-1 and PGY-2 residents are eligible to attend **one** conference during **either** of their first two years.
- Residents are **not** supported to attend the AAD meeting more than **3** times during their residency
- PGY5 residents are generally expected to select the AAD meeting in their last year

### Resident Responsibilities:

The following rules pertain to the responsibilities of the resident applying for the **financial** support:

- All PGY-3, 4, and 5 residents must present a paper, oral presentation, or poster at the conference. For the SID meeting, a paper is encouraged but is not mandatory.
- All PGY-1, and 2 residents may attend one conference during their first two Basic Clinical Years. Although a presentation is not absolutely required, if one has been prepared, the likelihood of approval will be greater.

*Effective on July 1, 2014*