

Revised September 15, 2015

The purpose of this policy is to establish the procedures required to use Resident Presentation Funds. A **single funding request per Resident or Fellow per academic year** will be considered at the rate of \$500.00 for regional support and \$750.00 for national and international support. Research funding is limited and consequently is not guaranteed and only available until exhausted.

Approval Process

Prior to the resident presenting, the Program Coordinator emails the GME Director the below information:

- Resident or fellow first and last name
- Conference name, location, dates
- Attached conference approval document as first author
- Program Director approval either via email or written approval.

The GME Director will review the request. An email either approving or denying will be sent to either the resident or fellow as well as the Program Coordinator via UMKC email address.

Reimbursement Guidelines

All Resident travel must comply with the [UMKC School of Medicine Travel Policy](#) and [UM System Business Policy 500 on Travel](#). Travel using approved presentation funding can be combined with other funding sources, if needed. All reimbursements would be turned in together.

Travel Reimbursement Process

1. Must be approved prior to traveling. The approval must include an estimated cost. This can be done via written approval or email.
2. The resident/fellow must send an email from their UMKC email account to GMEOffice@umkc.edu requesting reimbursement. Email must have itemized listing of what you are requesting. Travel items can include: meal per diem, mileage, airfare, registration, lodging, and incidentals.
 - a. Meals are reimbursed on a per diem basis. For travel in the state of Missouri, the rate is \$42 per day. For all other travel, the University uses the daily meal rate determined by the Department of Defense Travel Management Office. The rates are found at <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>.
 - b. If lodging is shared by two or more residents, a copy of the cancelled check written to the one who reserved the room must accompany the hotel bill.
 - c. Individuals using a personal vehicle for official business will be reimbursed based on the approved map mileage of the most direct route, plus any costs of parking and tolls. The mileage reimbursement rate is set by the Controller's Office by January 1 for each calendar year and posted on the [Controller's website](#)
3. Receipts must be attached to email for any item that costs more than \$75. For lodging, a receipt is required regardless of the cost. All receipts must be readable (pdf format is preferred), list all items purchased, and show as paid in full (payment cannot be made via gift card or financing).
4. Official conference course schedule and confirmation of attendance is required for reimbursement and must be attached to email.
5. The email must include funding sources. If using program funds, the program directors email or written approval needs to be in the email string or attached.

Approved By:

A handwritten signature in black ink, appearing to read "CSullivan". The signature is fluid and cursive, with a large loop at the end.

Christine Sullivan, M.D.
Associate Dean of Graduate Medical Education

A handwritten signature in black ink, appearing to read "Eve Robb Medlock". The signature is cursive and somewhat stylized, with a large initial "E".

Eve Robb Medlock, M.A.
Senior Program Manager, Graduate Medical Education