

Terms of Reference Document
Reimbursement for Resident Travel
Expenses
Updated Oct 2019

The Division of General Surgery at the University of Toronto will reimburse travel expenses incurred by residents as outlined below.

The following conditions must be met:

1. **Any resident who is presenting academic work at a scientific meeting.** This specifically relates to:
 - an abstract that has been accepted by a peer-reviewed process
 - invitation to speak during a plenary session at a scientific meeting related to surgical research or education

You should apply for complete reimbursement from your Supervisor for these. Your supervisor will then request recovery of 50% of this cost by the Division Chair up to a maximum of \$1,000 by submitting a detailed invoice and copies of receipts and abstract to the Division's Finance Manager, Cheryl Dreifelds, cdreifelds@rogers.com

In this circumstance, expenses should be expected to be shared between the research supervisor and the Chair of the Division of General Surgery **for one meeting per academic year**. Any other travel expenses incurred related to attending/presenting at academic meetings are the responsibility of the research supervisor. **As a resident, you are to seek advance approval from your research supervisor for these activities.**

2. At the **PGY 3, 4 and 5 levels**, the **Division Chair** will support travel expenses for attendance at **two conferences**, one of which has to be **Canadian Surgery Forum** www.canadiansurgeryforum.com and one of the **Conferences listed on page 2** whether or not the resident is presenting at these meetings, **up to a maximum of \$2,000 per resident per conference**. Note that this should be compliant with the 7 days of conference leave provision per the PARO agreement. **This expense will be reimbursed directly to the Resident from the Division Chair after receiving the completed expense reimbursement form and original receipts (see instructions below).**

The Chair's office will then recover 50% of these expenses from each of the Hospital Divisions based on a prorated share of the number of these residents that rotated through each institution in the given academic year (ie. Sunnybrook would pay a higher share than North York General based on the number of these residents that rotated through there). This will be calculated after the end of each academic year and detailed invoices will be sent to each Division Head.

PGY 3, 4 and 5 Residents: Reimbursement of these expenses by the Division Chair requires submission of a signed expense reimbursement form, <http://surgery.utoronto.ca/general-surgery-administrative-information> and original receipts to Cheryl Dreifelds (Surgery Dept, UofT address on expense form).

The processing of reimbursement of expenses should be expected to take up to 3-4 weeks. Any inquiries regarding reimbursements should be directed to Cheryl Dreifelds at cdreifelds@rogers.com. **Complete documentation must be submitted within 8 weeks of travel and within the academic year in which you travelled for any of these requests.**

List of Approved Conferences –

- SSO (Society of Surgical Oncology) <http://www.surgonc.org/>
- AAST (American Assoc. for the Surgery of Trauma) <http://www.aast.org/>
- TAC (Trauma Assoc. of Canada) <http://www.traumacanada.org/>
- SAGES (Society of American Gastrointestinal and Endoscopic Surgeons) <http://www.sages.org/>
- ACS (American College of Surgeons) <http://www.facs.org/>
- ASBS (American Society of Breast Surgeons) <https://www.breastsurgeons.org/>
- ASCRS (American Society of Colon and Rectal Surgeons) <https://www.fascrs.org/>
- AATS (American Association for Thoracic Surgery) <http://www.aats.org/>
- STS (Society of Thoracic Surgeons) <http://www.sts.org/>

Any other conference not listed above must be pre-approved for reimbursement by both the Program Director (Dr. Sav Brar) and the Division Chair (Dr. Carol Swallow).