

**DEPARTMENT OF MEDICINE  
EDUCATION OFFICE  
TRAVEL POLICY**

**MEDICAL STUDENTS**

A student may acquire funding for conference travel in accordance with CoM Student Affairs travel policy. The line of funding is as follows:

1. Association travel stipend
2. Student clubs and/or interest group at the CoM
3. Research mentor

**INTERNAL MEDICINE RESIDENTS  
BUMC University Campus and BUMC South Campus**

**Annual American College of Physicians (ACP) Local Conference**

The residency programs cover both membership and registration fees for all residents attending this local meeting. The residency program administrative offices complete payment transactions on behalf of their respective resident attendees. There is no direct reimbursement process to an individual resident.

**INTERNAL MEDICINE and DERMATOLOGY RESIDENTS  
BUMC University Campus and BUMC South Campus**

**Annual National Conference Participation**

The line of funding for travel requires a resident to accumulate funding for travel as follows:

1. As the first step, the resident will apply for a conference-sponsored stipend, if available.
2. If additional funding is necessary, a resident will negotiate with his/her research mentor for a reasonable contribution/reimbursement towards travel.
3. If the resident still needs additional funding, the resident can submit an application for consideration of the Bressler-Alpert Society Award to the residency manager and program director.

**About the Bressler-Alpert Society Travel Award:**

\$500 Bressler-Alpert Society Travel Award is available for qualifying IM residents and DERM residents to cover the following conference travel expenses (or a combination thereof):

1. Round Trip flight and/or
2. 1 night accommodation and/or
3. Conference registration fee.

**Qualifications:**

1. The resident must participate in the conference as presenters, discussants, and/or organizer.
2. Presentations should be accepted scientific abstracts, poster or paper presentation of original research.

Restrictions:

1. As funding is limited, only case reports or clinical series reports of exceptional quality, as determined by the program director and Vice Chair for Education, will be funded.
2. Similarly, only accepted works of original research, case reports or clinical series' of exceptional quality will be funded for international conference travel. Quality is assessed by both the program director and Vice Chair for Education.

Application Process:

*Submission*

1. Complete travel application. Submit to the residency program office within 3 weeks of receiving acceptance.
2. Provide evidence of acceptance as presenter, discussant and/or organizer from the sponsoring association.

*Claim*

1. Upon written receipt of the award, the resident will register and return **original** receipts (and statements as they become available) to the residency manager for reimbursement.

Other Stipulations:

1. Annually, eight (8) residents will be reimbursed/funded through this award from the IM-University Campus.
2. Annually, two (2) residents will be reimbursed/funded through this award from the IM-South Campus.
3. Annually, two (2) residents will be reimbursed/funded through this award from the Dermatology residency.
4. Trainees can only receive the Bressler-Alpert Award once during their residency training.

**MEDICINE FELLOWS**

**Annual National Conference Participation**

Funding is determined by the division's fellowship academic conference policy. The suggested line of funding for travel requires fellows to accumulate funding for their travel as follows:

1. As the first step, the fellow will apply for a conference-sponsored stipend, if available.
2. If the fellow needs additional funding, the fellow will negotiate with his/her research mentor for a reasonable contribution/reimbursement amount towards travel.
3. If additional funding is required, divisional stipends for travel as determined by the Division Chief and Fellowship Director will be applied if available. Exact amounts available to fellows are determined by the division.
4. Finally, the fellow can submit an application for consideration of the Bressler-Alpert Society Award to his/her fellowship coordinator and program director.

**The Bressler-Alpert Society Travel Award:**

\$500 Bressler-Alpert Society Travel Award is available for qualifying senior fellows to cover the following conference travel expenses (or combination thereof):

1. Round Trip flight and/or
2. 1 night accommodation and/or
3. Conference registration fee.

Qualifications:

1. The fellow must participate in the conference as presenter, discussant, and/or organizer.
2. Presentations should be a scientific abstract, poster or paper presentation of original research.

Restrictions:

1. As funding is limited, only accepted case report or clinical series reports of exceptional quality as determined by the program director and Vice Chair for Education will be funded.
2. Similarly, only accepted works of original research, case reports or clinical series of exceptional quality will be funded for international conference travel. Quality is assessed by both the program director and Vice Chair for Education.

Application Process:

*Submission*

1. Complete travel application. Submit to the fellowship coordinator within 3 weeks of receiving acceptance.
2. Provide evidence of acceptance as presenter, discussant or organizer from the sponsoring association.

*Claim*

1. Upon written receipt of the award, the fellow will register and return **original** receipts (and statements as they become available) to the fellowship coordinator for reimbursement.

Other Stipulations:

1. Annually, 15 senior fellows (potentially 1 from each fellowship) will be reimbursed/funded through this award at \$500 each.

**DEPARTMENT OF MEDICINE**  
**Bressler-Alpert Society Travel Award Request**

Please complete the following:

Part A: Travel Application

Part B: Invitation and Study Documentation

---

**Part A: Travel Application**

1. Name \_\_\_\_\_
2. Official University email address \_\_\_\_\_
3. Contact number \_\_\_-\_\_\_\_\_-\_\_\_\_\_
4. IM-University Campus Residency \_\_\_ IM-South Campus Residency \_\_\_ Dermatology Residency \_\_\_  
Fellowship \_\_\_ Program \_\_\_\_\_
5. PGY \_\_\_
6. Dates of Travel: From \_\_\_\_\_ to \_\_\_\_\_
7. Purpose for Travel (mark all that apply):  
I am a lead presenter \_\_\_ I am a co-presenter \_\_\_  
I am a discussant \_\_\_ I am an organizer \_\_\_
8. Conference Name \_\_\_\_\_
9. Presentation Location \_\_\_\_\_
10. Research Mentor Name \_\_\_\_\_ Their Monetary Contribution \$ \_\_\_\_\_

**Part B: Invitation to Present and IRB documentation**

**Submit the following documentation for application review**

1. \_\_\_ PDF abstract copy.
  2. Attach *one of the following* to demonstrate your acceptance to present your work at the conference.  
\_\_\_ PDF copy of official conference agenda with your name and project listed *or*  
\_\_\_ PDF copy of the email invitation to present your work *or*  
\_\_\_ PDF copy of the letter inviting you to present your work
  3. \_\_\_ PDF copy of the trainee's projected budget for this presentation
  4. \_\_\_ PDF copy of IRB approval or exemption
- 

**TO BE COMPLETED BY Residency Coordinator/Manager or Fellowship Coordinator prior to Education Office Submission.**

Itemized budget enclosed Y /N Presentation Invitation enclosed Y /N

Qualifies for Bressler- Alpert Society Travel Award based on policy criteria Y /N

Residency Manager or Fellowship Coordinator Signature \_\_\_\_\_

Program Director (if exceptional case report submission ) Approval Signature \_\_\_\_\_