

Terms of Reference Document
Reimbursement for Resident Travel
Expenses
Updated July 2016

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

Reimbursement by the Division Chair requires submission of a **signed expense reimbursement form**, see spreadsheet on Division website <http://generalsurgery.utoronto.ca/about/infoadmin.htm> **and original receipts** to the Financial Manager, Cheryl Dreifelds (Surgery Dept, UofT address on expense form). The processing of reimbursement of expenses should be expected to take up to 6 weeks. Any inquiries regarding reimbursements should be directed to Cheryl Dreifelds at cdreifelds@rogers.com. **Complete documentation must be submitted within 12 weeks of travel and within the academic year in which you travelled for any of these requests.**

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 be recompensed for 50% of this cost by the Division Chair up to \$1,000 by submitting a detailed invoice, copies of receipts and abstract to Cheryl Dreifelds.

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 **two conferences**, one of which has to be **Canadian Surgery Forum** www.canadiansurgeryforum.com **and one of the Conferences listed below** 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. 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 4th quarter of the academic year and detailed invoices will be sent to each Division Head shortly thereafter.

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. Najma Ahmed) and the Division Chair (Dr. Carol Swallow).