

## OCHSNER GME – RESIDENT/FELLOW TRAVEL REIMBURSEMENT REFERENCE GUIDE

*All potential conference reimbursements require a completed travel authorization form submitted at least **30-days prior** to the conference start date. When the traveler returns from the conference, all original receipts and travel expense form must be submitted to your program manager within **45-days following** the conference end date.*

### Maximum Reimbursable Allowance per trip/book reimbursement:

Invitation to present Poster/Paper/Podium presentations: **\$1,500.00**

- Each Poster/Paper/Podium presentations must receive prior approval from the program leadership
- Each Poster/Paper/Podium presentations must be first author ONLY of the entire poster/paper/podium
- Each presentation topic may only be presented once
- Reimbursement allotment will only cover the day before the presentation, presentation day, and day after presentation (2 night & 3 days).

### Registration Fees

- House Staff pays registration fees directly.
- Ensure that a resident/fellow rate is available and selected; if no rate is available, select most applicable rate that applies
- An original paid receipt must be submitted with reimbursement request – must list your name on the receipt

### Airline reservations

- House Staff is responsible for their own reservations (Reimbursement is for coach class only)
- House staff should go Ochsner AMEX website to purchase the flight. If there are cheaper methods outside of AMEX, a justification will be needed with the reimbursement
  - <https://www.concursolutions.com/nui/signin> Use Ochsner SSO login.
- Provide a copy of the confirmation received via email showing the name of the traveler, destination round trip, exact dollar amount paid, and method of payment
  - Further auditing may require a copy of your credit card statement if confirmation email does not reflect the method of payment and the amount
- If you're traveling with a partner or spouse as a guest, they CANNOT purchase a ticket through AMEX and should not be included in reimbursement submission

### Lodging

- House Staff is responsible for their own reservations.
- An original itemized receipt must be submitted following the conference showing name of traveler, dates of hotel stay, exact dollar amount paid, and method of payment.
- Meals charged to the room MUST be itemized on hotel receipt.
- Sharing a room: Split the bill into two (2) separate bills. The resident is required to provide a separate itemized bill showing only the charges to be reimbursed.
- Reimbursement is NOT allowed for alcoholic beverages, tobacco, spas, golf, movies, internet, insurance or other personal items.

### Meals

- Maximum of \$50.00\* per day allowed which includes a tip up to 20%. Unused dollars per day cannot be carried over or reimbursed.
- Receipts must be original and itemized (showing a listing of all items ordered) – Accounts Payable will not reimburse receipts showing only the credit card total.
- Multiple dinner guests: Names of all attending and their company affiliation must be provided. If your partner or spouse is your guest, mark and total only your individual expenses.
- Reimbursement is NOT allowed for alcoholic beverages.

### Transportation

- Automobile rentals are not reimbursable unless prior documented approval is received showing that it is more cost effective than other forms of transportation.
- If available, use public transportation to and from airports since many hotels offer shuttle service.
- Taxi, Uber, Lyft cost will be reimbursed in connection with conference related activities only.
- If you park at the airport, short-term and valet parking rate will NOT be reimbursable. If you are leaving your car overnight, you must select long term, economy, and surface lot.

### Mileage

- Personal vehicle use is not reimbursable unless prior documented approval is received showing that it is more cost effective than other forms of transportation.
- Reimbursement for personal vehicle use for conference related travel must reflect a lower cost in comparison to lowest cost commercial round trip airfare. Mileage reimbursement is at .575 cents per mile.

***Upon receipt of completed required documents, Graduate Medical Education will process your reimbursement. Accounts Payable will mail the paper check to the address you have provided. Please allow approximately 4-6 weeks for reimbursement.***

\*Policy of \$50 meals per day applies to 2023 calendar year and will be reassessed annually.