

OCHSNER CLINIC FOUNDATION
GRADUATE MEDICAL EDUCATION

RESIDENT TRAVEL REIMBURSEMENT GUIDELINES

Maximum Reimbursable Allowance per trip/book reimbursement:

- + Invitation to present Poster/Paper/Podium presentations: **\$1,200.00**
 - Each Poster/Paper/Podium presentations must receive prior approval
 - Each presentation topic may only be presented once and must be the 1st author
- + Eligible Senior Trip allowance: **\$1,500.00**
 - Medical License renewal fee is not reimbursable

Registration Fees

- + Pay registration fees directly.
- + Provide an original paid receipt with reimbursement request.

Airline reservations

- You are responsible for your own reservations (Reimbursement is for coach class only)
Note: Please book your airline reservation through Egencia.
- Provide copy of your e-ticket showing \$ amount paid and method of payment.
- Auditing may require a copy of your credit card statement if e-ticket does not reflect the method of payment and the amount.

Hotel

- + You are responsible for your own reservations.
- + Provide original itemized receipt.
- + Meals charged to the room must be itemized.
- + 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.

Meals

- + Maximum of \$75.00 per day allowed which includes a tip up to 20%. Unused dollars per day cannot be carried over.
- + 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 spouse is your guest, mark and total only your individual expenses.
- + Reimbursement is not allowed for alcoholic beverages, tobacco, spas, golf, movies, internet or personal items.
- + Complete the daily worksheet to track your meals, carrying only the total per day forward to the Trip Expense Report.

Transportation

- + Automobile rentals are not reimbursable unless prior documented approval is received showing that it is more cost effective than other forms of transportation. Approval must be noted on **travel authorization form**.
- + If available, use public transportation to and from airports since many hotels offer shuttle service.
- + Taxi cost will be reimbursed in connection with business activities.
- + If staying at the conference site, you should not have any other taxi expense from the conference city.
- + If you park at the airport, short term parking rate will not be reimbursable.

Mileage

- + Reimbursement for personal automobile use for business related travel may not exceed the equivalent of the lowest cost commercial roundtrip airfare. Mileage reimbursement is @ .51 cents per mile.

Procedure

- + Provide all original documents to your Program Manager for review within 30 days
- + Program Manager will submit completed reimbursement via e-mail to edwina.odom@ochsner.org.
- + Reminder: Prior travel authorization form with vacation/leave form is required within 30 days prior to trip for reimbursement approval.

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.