

DIVISION OF PULMONARY & CRITICAL CARE MEDICINE **TRAVEL POLICY FOR FELLOWS**

Overview

The Division of Pulmonary and Critical Care Medicine commits to providing a travel allowance for fellows presenting data at one professional/scientific meeting per year during research training. Fellows are expected, as part of their research training, to actively participate in and attend national meetings for career development purposes. Funding is contingent on submission of an abstract for subsequent poster or oral presentation.

Attendance at additional meetings will be funded solely through extramural grant funds or mentor resources. Fellows who join the division for research only training should develop a funding plan with their mentor prior to attendance at any professional/scientific meeting. Travel allowances are not provided to fellows who are participating in clinical training only.

Travel Allowance

The annual travel allowance for one meeting shall not exceed \$1000 per year plus basic, on-time registration fees (this does not include post-doctoral courses). The Division will also reimburse the trainee for abstract submission and poster production costs. A copy of your abstract should be submitted with your request for reimbursement. Information about the travel reimbursement process can be found at:

<http://depts.washington.edu/pulmcc/AdminGuide/AdminGuide.htm>