

Department of Obstetrics & Gynaecology
Finance Management Committee
Academic Enrichment Travel Fund - Application Form

Introduction

The Department of Obstetrics and Gynaecology fosters academic development and advancements in women's health care and reproduction. Scholarly activity by Faculty, Residents and Post graduate trainees is supported through the Academic Enrichment Travel Fund (AETF) managed by the Department of Obstetrics and Gynaecology Finance Committee. The Finance Committee will consider applications as received at their monthly meetings. Individuals may only submit one request per academic year (July 1st – June 30th).

Each resident will have \$2,000 for CME activity during their 5 year post graduate program. They can attend national meetings and/or specific courses and workshops that will enhance their education. These must be approved by the PGE Committee and then submitted to the AETF for funding.

The applicant will submit an application for reimbursement prior to the planned occurrence. **APPLICATIONS NEED TO BE RECEIVED AND APPROVED AT LEAST ONE MONTH PRIOR TO THE TRAVEL BEING UNDERTAKEN.** The application will not be considered for reimbursement if it has been submitted after the meeting. Monies will not be awarded unless there has been Finance Committee approval prior to the meeting/course/workshop. Once approved and travel has been completed, a UWO travel expense report will need to be prepared and submitted along with original receipts. If flying, original boarding passes are required with the receipt; and if submitting dinner receipts, the detailed dinner receipt is required as well as the names of the attendees. All receipts should be submitted to Vicki Douvalis, Finance/UGE Assistant, within a month from the meeting.

1. Qualifications for Applications:

Areas that will be considered for support will include:

- a) Travel to a scientific meeting to which the Faculty member, Fellow, Resident or Post graduate trainee is making a scientific presentation. A copy of the accepted abstract submission must accompany the application form. Each presentation must be original research and may be funded by the AETF for presentation at **one** meeting only.
- b) Travel for Department approved Professional Development courses/workshops for Faculty or Residents (for Residents, this would be part of their CME allotment). A copy of the course presentation/objectives must accompany the application form so that it can be adequately reviewed.
- c) Travel encompasses costs for transportation, registration fees and **two** nights accommodation, to a maximum of \$2,000. Completion of a proposed budget is required before the AETF application will be considered by the Finance Committee (See Appendix 1).

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2. Guidelines for Making Travel Fund Applications

- a) Faculty members whose primary appointment is in the Department of Obstetrics and Gynaecology, may make applications to a maximum of \$2,000 per academic year, to support approved travel to attend a scientific meeting and/or workshop. Funds obtained by Faculty members may be disbursed directly to the faculty member or used by their Post graduate trainees.
- b) Fellows and Residents may make applications up to a maximum of \$2,000 per academic year, to support approved travel to attend a scientific meeting.
- c) Residents may make applications up to a maximum of \$2,000 during their 5 year post graduate program for CME activity (see Introduction section for details).
- d) Post graduate trainees of members who hold a cross appointment in the Department of Obstetrics and Gynaecology may claim an annual maximum of \$1,000 per academic year per person to support approved travel to attend a scientific meeting or workshop

3. How to Apply

- 1) You may request a paper application from the Departmental office by emailing Vicki Douvalis at vicki.douvalis@lhsc.on.ca.
- 2) You may access the form at our website (see link below) and download the Word version and send it by email to Vicki.douvalis@lhsc.on.ca (electronic versions preferred). <http://www.uwo.ca/obsgyn/pages/aeft-travelinformationpage.html>

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Applicant

Faculty: _____ Resident _____ Student _____

Name: _____

Address: _____

Ext.: _____

Research Meeting/Professional Development Course to Attend:

Dates: _____

Location: _____

Funds Requested: \$_____ (see attached budget for detail)

Will you be receiving an honorarium for presenting?

YES

\$_____ amount

NO

A copy of the accepted Research Abstract; Professional Development; or Workshop Objectives to be presented must be appended.

Signature of Applicant

Date

Approval Signature

Date

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PROPOSED BUDGET

Name of Applicant: _____

Provide estimates for travel expenses in Canadian Funds:

Category	Amount
Transportation (mode of travel & dates):	
Accommodation (maximum 2 nights @ single room rate):	
Registration Fee:	
Miscellaneous (provide details):	

Total Request: \$ _____

A UWO travel expense report will need to be prepared and submitted along with original receipts. This should be submitted to the Departmental office within a month from the meeting/conference.

If flying, original boarding passes are required with the receipt.

A maximum claim of \$100 per day (maximum 2 days) can be claimed for meals. Claim requires original detailed receipt.