

RESIDENT TRAVEL, PROFESSIONAL DEVELOPMENT EXPENSES, AND REIMBURSEMENT (2024 - 2025)

The University of Tennessee Health Science Center College of Medicine – Chattanooga (UTHSC College of Medicine – Chattanooga) provides each department with professional development funds to support Resident* education during training in our Graduate Medical Education (GME) Programs. **These funds are intended to educationally benefit Residents during our GME Programs and not something to be purchased in the final months of training for use at another institution or in your next practice.**

The UTHSC College of Medicine - Chattanooga encourages Residents to attend national or regional educational conferences (including board reviews) each year. Given available funding, each department is provided funds to be used to support Resident professional development; however, the amount available for each Resident is left to the discretion of each Department Chair and Program Director and must be approved by the Assistant Dean for Finance and Administration in Chattanooga. **It is the responsibility of each Department to communicate amounts available to each trainee and monitor that department totals are not exceeded.** Reimbursement must be within the University fiscal policies, including Travel Policy and Guidelines. Departments should provide a list of amounts allocated for each Resident at each level to the Assistant Dean for Finance and Administration and the GME Financial Coordinator **before July 1** of each year.

Professional development funds that can be reimbursed may include both travel-related expenses and other educational resources unrelated to travel. Your total available funds each year includes both travel and non-travel expenses based on the below criteria.

In order to be reimbursed for any professional development expenses approved by the department, it is the Resident’s ultimate responsibility to adhere to the University fiscal policies. Residents must submit original receipts to the Residency Coordinator for processing. It is the responsibility of each Residency Coordinator to assist Residents in securing pre-approval for educational travel and for preparing travel expense reports and loading receipts into the CONCUR travel system, as well as, communicating to the UTHSC College of Medicine - Chattanooga GME Financial Coordinator that the expense report is ready for submission and reimbursement.

No screenshot receipts will be accepted, receipts need to be sent as an attachment to the email and include the name of the vendor, name of resident that purchased, item(s) purchased, date purchased, and payment method. If the receipts do not show this information the auditors will send the expense back and this will delay reimbursement.

****Receipts and expenses must be submitted within 30 days of purchase of items or travel during the year. ****

Depending upon each program's guidelines and decision about the amount of funds available for Residents and which PGY levels may receive reimbursement, listed below are educational items and expenses considered appropriate professional development expenses:

Approved reimbursable expenses if funds are available:

- 1) Travel expenses to approved CME conferences **planned by ACGME-accredited providers**. Conferences should be in a specialty related to the Resident's training and career plans and must be in the continental US or the national meeting of a specialty society or organization. Prior travel authorization and review of the conference brochure or website details must be documented by the department. International travel **MUST BE** approved by the Vice Chancellor of Finance, no exceptions.
- 2) Electronic or web-based educational materials
- 3) Video course registration
- 4) Hard copy medical-related books
- 5) Board Reviews (hard copy, CD-ROM, online subscriptions, etc.)
- 6) USMLE Step 3 or COMLEX Level 3 Prep Course or materials
- 7) Membership fee for specialty organizations
- 8) USMLE Step 3 or COMLEX Level 3 registration fee since UT requires that all Residents and Fellows beyond the PGY-2 level pass the appropriate final step required for licensing (this expense will only be reimbursed for your 1st attempt at testing, if you are required to retake the exam the fee will not be reimbursed for multiple attempts).
- 9) Smart phone
- 10) iPad or similar tablet
- 11) Laptop computer
- 12) Smart watches
- 13) Ear buds or "AirPods"
- 14) "Power Mic" to be used with Erlanger's eChart dictation system.
- 15) Phone or computer repair
- 16) Small medical equipment such as a stethoscope, surgical loupes, or neural reflex hammer

Note: Your Program may have limits set on items in this list. Please verify with your Program Director and Coordinator about any limitations and your overall available professional development funds for each year you are part of our GME Programs.

Non-approved expenses (may include but are not limited to the following):

- 1) Medical license fees
- 2) Printers, including palmtops
- 3) Digital cameras
- 4) Travel not related to approved educational conferences
- 5) Scrubs or other clothing (i.e. compression socks)

Senior resident guidelines for educational expense reimbursement:

- 1) **Certification board exam fees**
- 2) No electronic devices may be purchased after December 31st of your graduating year.
- 3) Textbooks relating to board exam study may be purchased.
- 4) Board review courses or online subscriptions may be purchased.
- 5) If approved through the GME Financial Coordinator or Assistant Dean for Finance and

Administration by May 1st, travel expenses may be paid for required conferences and/or review courses up to the amount available in your educational expense fund.

Purchase and reimbursement for these educational and professional development expenses must be approved by the Chair and/or Program Director, accompanied by original receipts, and an appropriate expense form must be provided by the Resident and Residency Program Coordinator to the GME Financial Coordinator for processing reimbursement. Once receipts and expenses have been approved and submitted within the University financial system (IRIS), reimbursement will be processed and payment will be issued via direct deposit into your primary bank account on file. The Assistant Dean for Finance **MUST** approve any exceptions to the above criteria. (Note: Travel related reimbursement is handled through the CONCUR System.)

The deadline for submitting all Resident reimbursement receipts, explanations, and travel expense reports to the Business Office each academic year is May 1, with the exception of travel that has been pre-approved but has not yet occurred by May 1. Some Departments may have earlier deadlines so Residents should follow whichever is earlier but no later than May 1 each year.

Books and Other Educational Materials Reimbursement

For books or other items purchased, receipts must indicate that the order is complete and that payment has been made – not just that the item has been ordered. **A copy of a bank statement is not proof of a book purchase or travel expense and is not acceptable by the University as an original receipt.**

It is the responsibility of the traveler to review and follow all UT travel policies before making arrangements and traveling.

UT Travel and Reimbursement Guidelines – Click on the link to view the University of Tennessee Travel Policies and Guidelines: <https://finance.tennessee.edu/travel/>.

Interactive forms that must be completed online at the above policy link are:

- Travel Authorization Form (T-18)

University of Tennessee travel and reimbursement guidelines must be followed. **A foundation will not be reimbursed for payment made on behalf of the Resident. Receipts must be in the Resident's name.**

CONCUR

As of February 2021, all UT Travel reimbursements must be submitted, routed, approved, and receipts uploaded into an online system powered by **CONCUR**. It is used in conjunction with **World Travel**. As Residents, you will need to work with your Coordinator regarding how to use the system to ensure that you can be reimbursed per UT policy and guidelines.

You can access the CONCUR system at: <https://travel.tennessee.edu>. You will need your UT Net ID and password to log in as well as Duo Push 2-Factor Authentication. Upon your first login to the CONCUR system, you will need to designate your residency coordinator (along with any administrative staff in your department who will be assisting with travel reimbursement

requests), the UT GME Lead Residency Coordinator, and the GME Financial Coordinator as delegates on your CONCUR account—

Log in to CONCUR by typing <https://travel.tennessee.edu> into the browser. This will take you to a UT log in page. Once you get logged in, click on Profile in the top right then profile settings. Along the left hand side of the screen, you will see request settings-select request delegates-add. Then type in the name of the GME Financial Coordinator to make him/her a delegate on your account. You will need to make sure all the boxes next to the name of the GME Financial Coordinator are checked so he/she have access. Then click on expense delegates under expense settings and make sure all the boxes are checked as well. Make sure you click the save button before leaving the page. This will allow the GME Financial Coordinator access to your account for submission of expenses and requests.

You can use the CONCUR Mobile App for further convenience while traveling.

- Visit the appropriate App Store on your cell phone (Apple, Android, or Windows).
- Search and download the “Concur: Travel, Receipts, Expense” app.
- Select SSO Company Sign in and enter company code ABBBQ5.
- Enter your UT Net ID and password on the UT login page that comes on the screen.
- For each subsequent login, select SOO Company Code Sign In to access the UT Login page.
- Features – Easy to Use.
Book travel with the CONCUR Mobile App and receive UT’s discounted airfare, car rental, and hotel agreements. Users can also track reservations from their smartphone or mobile device.

For assistance using CONCUR or for questions about travel policies, you and your Program Coordinator can email travel@tennessee.edu. The GME Financial Coordinator is also available to assist at nolan.english@erlangier.org.

Conference and Travel Approval

Prior to attending a conference or traveling on behalf of the University, the Resident must have the conference and travel pre-approved by the Department Chair or Program Coordinator, and the Associate Dean/DIO for the UTHSC College of Medicine - Chattanooga. A copy of the conference brochure must be submitted with the **UT Travel Authorization Form (T-18)**.

Travel should be approved at least one month prior to traveling so the Resident may obtain the best airfare or hotel rates. The form will be returned to the Program Coordinator after the DIO signs it. Once the Resident has returned from the conference, he/she must submit **original receipts** to the Program Coordinator as soon as possible **but no later than 2 weeks from his/her return. All documentation should be submitted within 30 days of the ending date of the conference or the Resident and the Program Coordinator will be required to submit a written explanation as to why this requirement was not followed.** If conference registration pre-payment is being requested, please submit the **Conference and Seminar Registration Pre-Payment Form** to the GME Financial Coordinator with the **T-18** form (see attached for both forms).

The University of Tennessee System Accounting Office, not the Graduate Medical Education Office or the local Office of Finance and Administration, makes the final determination as to interpretation of the UT Travel Policy and what is acceptable.

World Travel through CONCUR

This is the preferred method of booking hotel reservations, flights, and rental cars.

Travel Package Deals (such as Expedia, Hotwire, etc.)

The UTHSC College of Medicine - Chattanooga has determined that Residents **MAY NOT** use a travel package deal for travel arrangements (airfare, lodging, etc.). Examples include bundled airfare, lodging, and rental car since appropriate receipts and breakdown of expenses cannot be identified in the documentation for these packages. You **WILL NOT** be reimbursed for any reservations made through a travel package website.

Hotel Reimbursement

A hotel receipt when a Resident has attended a conference must show a \$zero balance. If you stay at the Conference Hotel, you may be reimbursed up to the conference rate plus taxes, given you have available funds, but you must include the brochure or web page that details the conference hotel rate. If the room block at the conference rate is full or if you waited until after the deadline to reserve your room, you **WILL NOT** be reimbursed more than the conference rate to stay at an alternative location. The hotel receipt must be in your name. If you share a room with another Resident, only one resident (whose name is on the final receipt) will be reimbursed. If you do not stay at the conference hotel, you will only be reimbursed up to the federal per diem plus taxes for that city and state and corresponding dates of travel (US GSA Federal Conus Rates at www.gsa.gov/perdiem) or the conference hotel. Please understand that we do not recommend that you book Airbnb or VRBO rentals to stay as a group of Residents since securing receipts acceptable to the UTHSC travel associates may be difficult. Receipts must be separated for each Resident and the costs should be paid separately by each Resident traveler. Please make sure that your Program Coordinator as well as the GME Financial Coordinator and UT GME Lead Residency Coordinator are aware of your intentions to use an Airbnb or VRBO rental ahead of making your reservations. You must adhere to the UTHSC travel policy in order to be reimbursed to the fullest amount possible (no greater than the conference rate for each Resident registered for the conference) for lodging. The GME Financial Coordinator and the UT GME Lead Residency Coordinator cannot guarantee that your receipts from these entities will be acceptable to the UT Travel Office who ultimately makes decisions about reimbursement.

Airfare

You must attach a copy of your receipt that includes your itinerary, the cost of the ticket with a zero balance, and the designation or code for coach fare. You **WILL NOT** be reimbursed for seat upgrades, in flight purchases, etc. An original receipt is required for baggage fee reimbursement. If arrangements and approvals are submitted far enough in advance, the University may be able to arrange direct billing for coach fare flights.

Rental Car

Residents **WILL NOT** be reimbursed for car rental unless they receive prior approval from the UTHSC College of Medicine - Chattanooga Assistant Dean of Finance and Administration and can document that the cost of taxis or airport shuttle would exceed car

rental during the conference. If the Assistant Dean for Finance and Administration approves a rental car prior to the trip, then when submitting receipts, the Resident and Coordinator must attach a paid rental car receipt with the travel expense form.

The University will not reimburse for insurance, other extra charges such as GPS, or any upgrades for rental cars.

The original gas receipts for reimbursement must be attached if claiming that expense. Going through World Travel for these arrangements will ensure that you get the lowest rates possible, but should only be arranged if the Assistant Dean for Finance and Administration has given approval.

Mileage

If you drive your personal car to a conference, you may be reimbursed the current mileage rate. Written documentation may be required explaining why driving was the preferred method of travel depending on the distance and reimbursement total amount compared to flying or other transportation.

Taxis or Toll

Please include your receipts from taxi, Uber/Lyft, etc. You must state where you went (e.g., airport to hotel/conference center).

Food

You do not need to attach receipts for food. The University reimburses a per diem amount based on the city and state to which you traveled for the conference (www.gsa.gov/perdiem). Meals listed as provided on the agenda or conference brochure will be deducted from the reimbursement amount, whether or not you choose to eat the conference meal. For this reason, an agenda or conference brochure must be provided with your trip receipts.

Other

You must attach original receipts and an explanation for any other individual expenses related to the travel that you feel should be reimbursed.

*The term “Resident” refers to both Resident and Fellow trainees.

Revised and Approved by the GMEC 4/20/2021. Revised on 6/22/2022, 3/20/2023, and 4/29/2024.