

Rules and Procedures for the GME Travel Awards: Effective March 1, 2025

For ACGME Residency Programs

- Available to any resident in an ACGME residency program that is on GME payroll
- Available only one time during each residency program
- Funds are available to help offset the cost of travel for the resident to present at a regional or national meeting
- Amount of award is \$500
- To receive the funds, the Program Director or Residency Coordinator must fill out a travel reimbursement processing form and email it to gmefinance@uthsc.edu
- Proof of acceptance for the presentation must be sent with the travel reimbursement processing form prior to traveling
- The presentation must be entered into New Innovations under scholarly activity before the travel reimbursement will be processed

For ACGME Fellowship Programs

- Available to any fellow in an ACGME fellowship program that is on GME payroll for six months
- Available only one time during each fellowship program
- Funds are available to help offset the cost of travel for the fellow to present research done at the University in their training program at a national or specialty society meeting
- **Amount of travel award is \$1,000**
- Additionally, fellows may have up to two posters printed at the UT Print Shop only at GME expense during their training program
- The Program Director or Residency Coordinator may choose to fill out a travel award request form and email it to gmefinance@uthsc.edu
- Proof of acceptance for the presentation prior to traveling must be sent with the travel award request form if the program is submitting one
- The presentation must be entered into New Innovations under scholarly activity before the travel reimbursement will be processed

To receive the award the resident or fellow must be presenting. Multiple residents can present the same project. It does not matter if they are 1st, 2nd, or 3rd author on the project.

Account number to charge GME Travel Award posters (for fellows only):

70-2211793-700303-533100-220-0000-00-0000

Print Shop Posters

- The GME travel award will cover up to two posters printed at the UT Print Shop for **fellows** presenting research.
- Print shop poster requests using the travel award account will require pre-approval.
- Send email request to gmefinance@uthsc.edu. If approved, attach approval email to the Print Shop Request form online.
- Requests without an approval attached will not be fulfilled by Print Services.
- Any unapproved print shop charges to the travel award account will be applied to the program support budget.