

# Rules and Procedures for the GME Travel Awards:

Updated April 2024

Travel Award Form: <https://www.uthsc.edu/graduate-medical-education/administration/coordinator-corner/documents/gme-travel-award-request.pdf>

## 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**
- 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
- A PDF copy of the presentation/poster must be emailed to **gmefinance@uthsc.edu** that shows the residents name FIRST on the poster
- 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
- A PDF copy of the presentation/poster must be emailed to **gmefinance@uthsc.edu** that shows the residents name FIRST on the poster
- The presentation must be entered into New Innovations under scholarly activity before the travel reimbursement will be processed

Account number to charge all GME Travel Awards: R073202136