### Description: MSSMLogo

### THE MOUNT SINAI MEDICAL CENTER

**THE MOUNT SINAI HOSPITAL € THE MOUNT SINAI SCHOOL OF MEDICINE**

**One Gustave L. Levy Place € New York, NY 10029**

**Department of surgey travel Policy**

**Faculty:**

All full time faculty will be allowed a stipend (see guidelines below) for one conference per year for which they are presenting a podium presentation (subject to department funding being available).

Additional conference travel is permitted within reason if funding for such travel is supported by legally permitted sponsors or outside entities, and/or gift accounts which were funded for this purpose.

Any request outside these policies must be approved by the Chairman directly.

Guidelines/Limitations on Reimbursable Expenses:

* Booking arrangements: it is up to the traveler’s discretion how they make their travel arrangements.
* Airline Travel: Only economy/coach airlines tickets are reimbursed; business or first class will not reimbursed. If traveler flew business class, they will be reimbursed airfare only up to the coach price.
* Private Automobile Usage: Reimbursement for using personal vehicles is $.505 per mile. Gasoline costs and expenses associated with ownership are included in this rate. Traffic violations are not reimbursable, but tolls and parking fees are.
* Automobile Rentals: Compact car will be reimbursed if it is a means of getting to a conference and no airfares or train tickets are purchased.
* Other Forms of Transportation: Travel expenses within cities or to transportation terminals are reimbursable (i.e. taxi, shuttle and bus fares)
* Hotel Accommodations: Hotel accommodations will be paid only when overnight stay is necessary. Travelers should reserve the standard accommodations provided by the conference as they are reasonably priced. In the case where travelers choose a non-conference hotel, the reimbursed amount will not exceed the published rate associated with the conference.
* Meals: meals are reimbursable up to $65 per day.



**Department of surgey travel Policy**

**Faculty**

**Non-Reimbursable Expenses:**

* First or business class air travel.
* Costs incurred for failure to cancel a trip or hotel reservations.
* Lost or stolen tickets, cash or personal property. I you lose a ticket, contact the travel agency or airline immediately.
* Expenses not directly related to the purpose of the trip (i.e. video rentals, laundry during short stays)
* Travel insurance in excess of that provided by the institution.
* Cancellations.

**Appropriate Documentation:**

All reimbursements must be accompanied by original and appropriate documentation as follows:

* Transportation: airplane tickets stubs (original passenger coupons), automobile parking and toll receipts, bus/train ticket stubs, care fare receipts.
* Hotel: itemized hotel bill.
* Meals: meal receipts. Expenditures for meals for persons other than the traveler (such as for colleagues or associated invited for institutional reasons) should be fully documented, itemized and explained. This type of expenditure is not allowable on grants and contracts supported by federal and state sponsors.
* Mileage: current reimbursement rate is $.505 per mile, Mileage for use of personal vehicle should be recorded on the appropriate expense form and/or a piece of paper attached to the form(s).
* Other: Official function and registration fee receipts, cancelled checks.

**Residents:**

All chief residents will be allowed on conference per year costing up to $1500 (subject to department funding being available).

Additionally conference travel for residents is permitted within reason if funding for such travel is supported by legally permitted sponsors or outside entities, and/or gift accounts which were funded for this purpose.

If a faculty member wishes to mentor a resident in research and said resident submits a paper for presentation which is accepted for presentation, it is the mentor’s responsibility to obtain funding for this travel purpose.

Any request outside these policies must be approved by the Chairman directly.

APPROVED BY:

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Celia M. Divino, MD FACS

Program Director

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