

Department of Obstetrics and Gynecology The Sloane Hospital for Women at Columbia University

Conference Reimbursement

All resident Housestaff in the department of Obstetrics and Gynecology at the Sloane Hospital for Women at Columbia University Medical Center are eligible to be reimbursed up to \$1500.00 for attendance at a conference of her/his choice.

Attendance at subsequent conferences will be reimbursed **ONLY** if the resident presents a poster or has been invited for an oral presentation. Reimbursement for each subsequent conference shall not exceed \$1000.00. Costs will be shared equally among Medical Education and the Division the resident is representing.

All reimbursement is contingent upon the resident providing proper documentation of conference attendance in a timely fashion, including:

- a. ORIGINAL travel receipts (hotel, airfare, transportation)
- b. Proof of attendance at the conference (ORIGINAL receipt and journal cover or ID tag)
- c. ORIGINAL credit card statements corresponding to the items above
- d. For oral or poster presentations, *written proof* in the form of a letter or e-mail regarding acceptance of the above items must be provided in order to be reimbursed for all conferences other than the first.

Please note:

- a. Lodging shall not exceed \$350/night.
- b. Original receipt or e-tickets for transportation must be at the economy rate.
- c. ALL documentation **MUST** be in the name of the Housestaff member to be reimbursed.
- d. All documentation **MUST** be presented to Medical Education for submission **NO MORE THAN 90** days after the date of the conference, or reimbursement cannot be guaranteed.