Otolaryngology-Head and Neck Surgery traveling expense policy

Budget allocation for courses:

1. Annual Emergencies Otolaryngology Bootcamp in London in the PGY1 year
   - Registration fee
2. National endoscopic sinus surgery course workshop in the PGY3 year
   - Maximum reimbursement $1000
3. Otolaryngology-Head and Neck Surgery Review course in Halifax in the PGY5 year.
   - Maximum reimbursement $2000

Budget allocation for traveling expense to conferences - national/international:

Restrictions on the allocation of funds are based on the following criteria:
One presentation per year per resident will be reimbursed and any additional funding is upon approval from the program director.

1. Poster presentation at the CSOHN conference:
   - Registration fee only
   - Reimbursement of the cost for the poster
2. Podium presentation at the CSOHN conference: maximum reimbursement $1000
   - Registration fee
   - Other expenses (travel, lodging, food)
3. Resident Poliquin-Xomed presentation at the CSOHN conference: maximum reimbursement $1350
   - Registration fee
   - Other expenses (travel, lodging, food)
4. Podium presentation at other conferences: maximum reimbursement $1350
   - Registration fee
   - Other expenses (travel, lodging, food)

Residents that do not present at a conference are not eligible for reimbursement. Unused monies will remain in the Residency program’s general account.

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