

# 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.

Approved August 31, 2009  
Revised October 10, 2010  
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