

**Pediatric Residency Program
McMaster University**

Conference/Travel Funds Policy

1. Each resident is entitled to \$1000 conference/travel funding each year, over their 3-4 years of core training in the program. Residents are encouraged to use funding for CME throughout training, (ie. try to attend a conference each year).
 - a. If a resident would like to accumulate funding in the 3 core years for a major conference, justification must be provided to the Program Director for approval. Requests for carryover of funds must be submitted and approved by the Program Director by April 1st of each academic year, for budget planning purposes. There is no carryover of unused funds to fourth year.
 - b. Funding will be withheld if a resident does not acquire the required mandatory group learning activity (MGLA) points or has more than 20% unexplained absences from AHD and Tuesday morning teaching combined.
2. Up to \$1,000 of the funding indicated above (over total period of residency training) can be used for applicable courses. \$250/year (or a total of \$750 over 3 years of residency) of this allotted \$1,000 can be used for 'learning or clinical resources' (online or textbooks), including UpToDate.
3. \$1,000 additional funding is available once through residency training for research presentations at conferences upon approval by the Program Director to cover poster and travel expenses.
4. Conferences are to be approved by the program director or delegate prior to attending the conference.
5. Original receipts (photocopies and visa receipts are not accepted) of expenses are to be submitted to the program within a month upon return. Tickets, boarding passes and confirmation of conference attendance are required.
6. It is expected that a resident share their learning points with peers in the residency program following the conference, through teaching session or formal rounds.
7. Funding is subject to change depending on ongoing funding availability.

Revised October 2017