

Neurology Residency & Fellowship Programs

Professional Development Stipend	Revision Date:	06/28/2012 4.0
	Date Created:	08/13/2010
	Page Number:	1 of 2

Each Department of Neurology house officer is provided with a Professional Development Stipend.

The Professional Development funds are distributed by thirds where a house officer will receive a percentage based on meeting specific metrics (see Professional Development Stipend Allocation guidelines). Remaining funds will carry over to a new academic year for those in a multiple year program. Reimbursement should be completed within 45 days of purchase or completion of travel. This is an institutional wide policy and reimbursement may be lost if outside of this time frame. Receipts are submitted to the Program Coordinator within a reasonable time frame to complete the reimbursement process.

Receipts must show amount owed and “paid in full” or \$0 balance. If this is not provided on a receipt than the credit card statement must be additionally submitted. If payment was made by check, a copy of the cashed check (front and back) must be submitted with the receipt.

Travel Reimbursement:

Professional Development funds can be used towards travel to a conference relevant to their training. Travel funds will cover travel, registration, per diem and lodging, within University of Michigan guidelines.

Additional funds are provided to support house officer’s presentation of original research at conferences and seminars. **Travel expenses require prior approval by the Program Director or the Program Coordinator.** The program will reimburse house officers for travel to and from the conference, two nights hotel stay, parking, per diem, and conference dues according to the University of Michigan travel reimbursement guidelines (limit \$500 per trip). The program will only reimburse house officers for one conference per project, unless previously agreed to by the Program Director or Chair. If needed, a house officer will be reimbursed for the cost of creating a poster should he/she have no Faculty mentor. Should a Faculty mentor exist, he/she should be responsible for securing funding for the project.

House officers will be reimbursed for travel expenses only after attending the conference and should be completed within 45 days of return from the conference. To obtain reimbursement, receipts (internet receipts are acceptable) are submitted to the Program Coordinator within 20 days with a copy of the conference brochure indicating the name of the conference, dates and location.

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	Date Created:	08/13/2010
	Page Number:	2 of 2

Travel expenses that are reimbursable include:

- Registration Fee
- Transportation (airfare or if driving, mileage using the current University of Michigan mileage rate)
- Hotel (covering the dates of the conference)
**The single room rate will only be reimbursed unless the room is being shared with other authorized traveler(s).*
- Ground Transportation (taxi, parking garage)
- Per diem (will be processed and reimbursed based on available funds)

Please be aware that car rental is NOT reimbursable.

When submitting receipts for reimbursement please subtract personal expenses (ie in-room movies, alcohol, personal phone calls, etc...). Additionally, if you are traveling with one or more house officers and place combined expenses on one bill please divide the bill indicating what the final charges are to individuals.

Travel reimbursement will not be processed until all the appropriate documentation has been submitted and calculations completed.

Note: For approved travel occurring in June, house officers will have 5 days upon return from travel to submit receipts for reimbursement. This deadline is needed in order for the expenses to be processed within the current fiscal year.