

**The Brooklyn Hospital Center**  
**Pharmacy Resident Travel Policy**

1. Residents will be afforded the opportunity to represent TBHC through attendance at scientific meetings and conferences for the following purposes:
  - a. Presentation of research materials (posters, papers, platform presentations)
  - b. Recruitment of future residents at residency showcases
  - c. Training for new programs being implemented at TBHC
2. Such travel is considered “business travel” and in no way should be conceived to be a vacation. While traveling, the resident is representing the hospital and residency program. Behavior should be professional at all times, including while traveling through airports, at restaurants, and during any afterhours social events. Behavior that is deemed to be unprofessional or reflects poorly on the organization will be subject to disciplinary action.
3. Travel to such meetings will be arranged by the resident only after receiving prior authorization from the respective RPD, Chief Pharmacotherapy Officer, and Chief Operating Officer. Prior approval is obtained by completing a Travel Authorization form at least two months in advance of the meeting. The resident should not expect to be reimbursed for any travel expenses that were not pre-authorized. If the resident pays for any travel expenses (flight, registration, hotel deposit, etc) prior to obtaining the required approvals, there is no guarantee that those expenses will be reimbursed. Accordingly, approval should be sought as soon as the resident becomes aware of the conference.
4. There is not a set maximum amount of reimbursement per resident; however, the program budgets \$2,000 per resident for travel to conferences. As such, residents may or may not receive approval for the full amount needed to travel unless the following conditions are met:
  - a. Meeting registration will only be approved at the “early-bird” registration rate, if one is offered. Meeting registration will only be approved at the “member” rate, if applicable. If the resident is not a member of ASHP or NYSCHP, the hospital will NOT be responsible for paying the cost of membership in order to become eligible for the preferred membership rate since the resident is already expected to be a member of these organizations. Attendance at all conference events/sessions is expected. Residents that fail

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<b>Written by:</b> Robert DiGregorio, PharmD, FNAP Chief Pharmacotherapy Officer		<b>Approved by:</b> Robert DiGregorio, PharmD, FNAP Chief Pharmacotherapy Officer	
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to fully participate in the conference may not be reimbursed for any related travel expenses at the discretion of the program director. Program directors may verify attendance and participation by spot-checks, verification of continuing education codes, topic discussions, or other means.

- b. Hotel reservations should be reviewed with the program director prior to booking. Rooms will generally be based on double-occupancy, by gender, at a modestly priced hotel that is in close vicinity to the event location. Residents may not be reimbursed for sharing rooms with residents from other hospitals or other friends/relatives. Residents are expected to attend the conference on the published meeting dates and return to work on the day following the end of the meeting, unless otherwise approved by the program director. Hotel reservations may only be made for the dates of conference attendance, including the evening prior to the event. Any additional nights stayed beyond the end of the conference will not be reimbursed by the hospital. Only the base rate and taxes will be reimbursed. Hotel amenities, room service, mini-bar and/or room-based snacks will not be covered. Likewise, fees for use of the gym, spa, pool or other activities will not be reimbursed.
- c. Ground transportation to and from the airport will be reimbursed. Ground transportation while at the conference should only be utilized when shuttles are not provided and such transportation is necessary for functions related to the conference. Ground transportation for social events, sightseeing, shopping, or similar excursions will not be reimbursed.
- d. Air Transportation to and from the conference will be reimbursed at the lowest available Coach airfare rate, as advertised two months before the meeting. Changes to airline reservations that incur additional fees, or result in an increased fare will not be reimbursed. Seating upgrades will not be reimbursed. Baggage fees should be considered when choosing an airline and evaluating an airfare. For conferences lasting more than two nights, the baggage fee for one checked bag will be permitted as part of the transportation reimbursement.
- e. Dining should take place at times and places that are conference sponsored. For example, if a meal is included as part of the conference itinerary, the resident will not be reimbursed for a meal at that time at an outside venue. Residents are expected to attend any meals that are arranged for the program by the program director, in lieu of individual dining options. When there is neither a program-sponsored meal, nor a meal included in the conference, residents are free to dine on their own. Such meals will be

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reimbursed at a maximum per diem rate of no more than \$50 per person (breakfast, lunch, and dinner). Dining choices that result in charges greater than the daily amount will result in a reimbursement limited to \$50 for that day. Savings from one day may not be carried over to another day. Residents with special dietary restrictions or concerns should discuss dining options with the program director in advance. Snacks, candy, and alcoholic beverages are not reimbursable. The per diem rate is only applicable to the dates and times that the resident is traveling or in attendance at the conference. Meals prior to commencement, or after the conclusion of travel will not be reimbursed even if they are consumed on the same day of travel.

- f. Tipping for meals and transportation is expected; however, the amount that is reimbursable as a gratuity shall not exceed 18% of a restaurant tab, not including the tax. For ground transportation, a 10% tip is allowed. Gratuities may be rounded up to the nearest dollar.

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