

Educational Funds and Reimbursement Policies

The faculty members of the Department of Otolaryngology have resolved to provide funds whenever possible for resident educational activities that would not otherwise be eligible for reimbursement under University guidelines. The purpose of this resolution is to foster participation by residents in scientific meetings, and to encourage authorship of publications by residents-in-training.

Expenses related to attendance at scientific meetings will be funded within the limits set forth below, for residents whose abstracts are accepted for **oral** presentation at national meetings. Abstracts accepted for poster presentation will be funded on a case-by-case basis, resources permitting.

When a resident's travel expenses have been approved (approval by the Department Chairman or Program Director must be obtained in advance), the following expenses are eligible for reimbursement. **Round-trip airfare** is covered, provided the reservations are made through the LSU-approved State Travel Service. Information on how to make such reservations can be obtained from the Residency Coordinator. **Meal allowance** is granted on a per diem basis. **Hotel room costs** are reimbursed (also at a per diem rate) for the day of the presentation and also for one day prior to, and one additional day following, the presentation. Any additional days the resident wishes to stay must be paid for by the individual. **Transportation costs** (other than airfare) to and from meeting sites, including taxi fares, may be reimbursed with proper documentation and receipts. Other costs, such as movies, souvenirs, laundry, etc. are not reimbursed.

In addition to travel expenses for meetings, the Educational Funds of the Department support the regular purchase of books and videotapes for the Resident's Library. We also bear the costs of the Annual In-Service Examination, the Home Study Course, the Anatomy Course laboratory expenses, and the audiovisual resources used in departmental presentations.