

Fellows Request for Travel Funds from the Department of Pediatrics

FIRST YEAR FELLOWS: The Department will pay up to \$800 to attend one scientific meeting, e.g. Pediatric Academic Society of their major subspecialty society. **Attendance at >75% of Fellow's Forum meetings is required for approval. SOC documents must be up to date and travel form must be submitted 6 weeks prior to meeting.**

Name:

Name of Conference:

Dates of Conference:

E-Signature: _____ **Date:** _____

Fellowship Director

UPPER LEVEL FELLOWS: The Department will support upper level fellows up to \$800 to attend scientific conferences if fellow is presenting an abstract. **Attendance at >75% of Fellow's Forum meetings is required for approval. SOC documents must be up to date and travel form must be submitted 6 weeks prior to meeting. The abstract and acceptance letter must accompany this request.**

Name:

PGY:

Name of Conference:

Dates of Conference:

Documentation of abstract submission must accompany this form.

All SOC documents must be up to date.

E-Signature: _____ **Date:** _____

Fellowship Director

I have viewed the abstract and acceptance letter.

Please note:

- Additional funds will need to come from the division. **Please** plan early to book the lowest airfare. Also it is important to go to the Conference website to make your hotel accommodations.
- Grant funds should be used before department funds.
- Contact your division fellowship coordinator to obtain guidelines regarding reimbursements for specific expenses.
- Foreign travel is not included for any fellow. (Canada is the exception)

Please e-mail to Janie Nowicki at RPediatricAcademicAffairs@hscmail.mcc.virginia.edu.