IMRP Conference and Travel Policy

Academic Conference Leave: Residents are granted **2 days per year** to attend an academic conference at which they are presenting. Days in addition to this will be applied to wellness days, holiday make up days, reading days, or vacation.

Process: As soon as you are accepted to present, complete the Resident Travel Funding Request Jotform. Link here https://form.jotform.com/250613910444147 and on Wildcat Med. Residents on inpatient rotations will be responsible for arranging their own coverage if needed and communicating this to the schedule chief.

Reimbursement: One author will be reimbursed per poster presentation. Our department will reimburse up to $1250 per academic year. University policies govern acceptable dates which include the dates of conference and travel time (varies by location). We cannot reimburse costs before or after the portions of the conference that you are registered to attend. (Separate policy if you must combine business and personal travel). You are expected to attend the conference for majority of the time to justify this as a business purpose.

Travel planning: Based on the date/time of your presentation and your rotation, you may be able to attend more of the conference vs. some rotations (wards/ICU) with limited time for travel. This is true in all of academic medicine—even for faculty.

Hotel nightly rates shall not exceed the published rates on the conference website; you can often find lower cost hotels not immediately adjacent to the conference site. See below for how to split hotel charges.

To simplify reimbursement, **it is strongly encouraged to book directly with hotels/airlines** (rather than 3rd party vendors, as it is more difficult itemized receipt). Your name and proof of payment must be on all receipts.

Poster Printing: We need ~1 week of turnaround time. Please send final document and the designated poster size for your meeting to Danier Rose. Without sufficient lead time, you may be referred to printing providers out in town at your own expense.

Documentation: Below is what is needed to get reimbursed—**notice all contain proof of payment (circled) and are itemized (provides breakdown of taxes and/or fees).**

1) Conference itinerary/schedule: REQUIRED FOR ALL. Easiest way is to send staff PDF or web link to the “At a Glance” schedule from conference.

2) Conference registration: A confirmation email (similar to this) will be sent to you when you register. Please forward that email.

Customer Number: 14507
Kristy S. Deep, MD, MA
740 S Limestone K506
Lexington, KY 40508-1683
kristydeep@uky.edu

Academic Internal Medicine Week 2025
New Orleans Ernest N. Morial Convention Center
New Orleans, LA
April 6-9, 2025

Registrant Name	Date/Time	Description	Qty	Amount	Status
Kristy	04/06/2025 01:30 am - 04/09/2025 07:59 pm	Academic Internal Medicine Week 2025 Registration	1		ACTIVE
Kristy	04/07/2025 12:00 am - 04/09/2025 12:00 am	GME Faculty, Administrators, and Leaders Track (April 7-9)	1	995.00	ACTIVE

Registration Fee 995.00
Total Amount Paid 995.00
Balance 0.00

Payment details:
Payment Date: 01/21/2025
Payment Amount: 995.00
Payment Method: MasterCard or Visa
Reference Number: XXXXXXXXXXXX1976

3) Flight receipt: Forward the email from airline you received immediately after purchasing flight. Usually has subject of “Your trip confirmation” or “Your flight receipt”. Shows where, when, and payment source.

Ticket #: 0062299652300-01
Place of Issue:
Issue Date: 12JAN25
Expiration Date: 12JAN26

METHOD OF PAYMENT	
AX**********5064	$707.36 USD

4) Hotel folio receipt: Request it be emailed to you at checkout. Email will almost always include attached PDF of folio—forward to staff. *<u>If sharing room</u>*, ask hotel for split charge at checkout with folio for each person showing their payment amount.

Westin Resort and Spa Whistler
4090 Whistler Way
Whistler, BC V8E 1J3
Canada
Tel: 604-905-5000 Fax: 604-905-5640

WESTIN HOTELS & RESORTS

KRISTY DEEP

Page Number : 1 Invoice Nbr
Guest Number : 1039811
Folio ID : A
03-AUG-24 18:36
04-AUG-24 11:47
1
718
5142

Tax Invoice

Tax ID :
Westin Resort YSEWI AUG-04-2024 11:50 HANGRA

Date	Reference	Description	Charges (CAD)	Credits (CAD)
03-AUG-24	DEPOSIT	Deposit-AX-5004		-527.80
03-AUG-24	RT718	Room Chrg - Standard Retail	455.00	
03-AUG-24	RT718	Room PST 8%	36.40	
03-AUG-24	RT718	Room GST 5%	22.75	
03-AUG-24	RT718	MRDT 3%	13.65	
03-AUG-24	RT718	Parking - Valet	38.00	
03-AUG-24	RT718	Parking GST 5%	1.90	
04-AUG-24	AX	American Express-5004		-39.90

For Authorization Purpose Only
xxxxxx5004

Date	Time	Code	Authorized
03-AUG-24	18:36	864209	1.00
03-AUG-24	02:09:30	147365	100.00

Approve EMV Receipt for AX - 5004: Signature Captured
TC:43B84EAD6CF3DCF9 IAD:06560103602002 TVR:0000008000
AID:A000000025010801 Application Label:AMERICAN EXPRESS

5) Rideshare charge: Email or use app to send receipt that shows location and fees. Forward to Danier Rose.

Uber

October 23, 2025

Here's your receipt for your ride, Kristy

We hope you enjoyed your ride this morning.

Total	ARS 11,796.00
Trip fare	ARS 10,529.00
Subtotal	ARS 10,529.00
Booking Fee	ARS 367.00
Surcharge Airport	ARS 900.00

Payments

American Express ••••5004
10/23/25 5:19 AM
ARS 11,796.00

Visit the trip page for more information, including invoices (where available)

You rode with MARTIN ALEJANDRO

UberX 7.75 kilometers | 18 minutes

5:00 AM | Gorriti 4770, Buenos Aires City, Buenos Aires Autonomous City

5:18 AM | Av. Costanera Rafael Obligado s/n, C1425 Cdad. Autónoma de Buenos Aires, Argentina

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

Questions? Contact Danier Rose