




<b>Policy:</b>	<b>Fellow/Resident Conference Budget Policy</b>	
<b>Effective Date:</b>	August 1, 2020	
<b>Approved By:</b>	GMEC Approval	July 20, 2020
	Hong Potomski, DIO & Executive Director	 <small>Hong Potomski (Aug 10, 2020 13:55 CDT)</small>

## AREF Fellowship Programs Fellow/Resident Conference Budget Policy

### Scope and Purpose

This policy provides the guidelines for allowable reimbursable expenses for Fellows. In addition, this policy will outline the allowable conference budget. This policy applies to all programs within AREF. For information on the reimbursement process and guidelines, please see the AREF Travel Reimbursement Policy.

### Conference Budget

1. Each physician fellow is allowed up to \$3,000.00 to attend two approved conferences.
2. Each ATC resident is allowed up to \$1,500.00 to attend approved conferences.
3. Allowed expenses include: airfare, lodging, food, ground transportation, etc.

### Approved Conferences

1. For Orthopaedic Sports Medicine, Fellows may choose to attend two of the following three conferences only:
  - a. AOSSM Annual Meeting
  - b. AAOS Annual Meeting
  - c. AANA Annual Meeting
2. For Primary Care Sports Medicine, Program Director will approve requested conferences.
3. For Foot and Ankle, the Fellow will attend AOFAS. Approval should be obtained through the Program Director.
4. For the Certified Athletic Trainer, Program Director will approve requested conferences.

### Andrews Institute Injuries in Football Course

1. The Andrews Institute Football Course is an annual event in which all fellows, within guidelines below, are expected to attend.
2. This course is not considered as part of the budget, and reimbursement is provided in addition to the allowed budget.

### Andrews Sports Medicine Institute Injuries in Baseball Course

1. The Andrews Sports Medicine Institute Baseball Course is an annual event in which all fellows, within guidelines below) are expected to attend.
2. This course is not considered as part of the budget, and reimbursement is provided in addition to the allowed budget.

### Fellow Conference Travel Guidelines

1. For Orthopaedic Sports Medicine Fellows, one Orthopaedic fellow must remain in town at all times.
  - a. The fellows are expected to work as a team to determine who will stay during conference times. In the event a decision cannot be made, the Program Director will have ultimate say in who attends
2. All off-campus travel, including conferences, are subject to the AREF Fellowship Off-Campus Policy and AREF Travel Reimbursement Policy.





# Policy - AREF GME Fellow Conference Budget Policy

Final Audit Report

2020-08-10

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