

Vacations and Trip Policy

Content Applies To: Florida

Scope

This policy applies to the residents in the Anesthesiology Residency Program.

Purpose

The purpose of this policy is to outline the policy for requesting vacation and trip days.

Policy Statements

Vacation Policy

- Limited to 15 days per year.
- All vacation requests will be requested on a quarterly basis by the chief resident. This is to accommodate these requests into the resident call schedule. Once a vacation request is approved, a comment will be placed on the master schedule. Vacation requests for on-campus request must be 4 weeks in advance; off-campus must be 8 weeks in advance.

Trip Policy

- **Attendance trip:** Each resident is allowed one attendance meeting, usually a review conference, during the resident's CA-2 or CA-3 year. Attendance is limited to the 48 U.S. states and Canada.
- **Presentation:** Each resident is allowed a maximum of two presentations on the same subject material (one regional and one national meeting) or a maximum of five working days per year. **Resident must notify the Program Coordinator prior to submission of abstract that he/she is submitting the abstract to get the tentative dates on the master schedule.** Expense reimbursement is provided the day before, day of, and day after the presentation. The decision to send residents or fellows to international (international = anything beyond contiguous 48 states and Canada) meetings for substantial, oral presentation is left to the discretion of the program director. Poster/abstract international presentations are generally not permitted (exceptions would include very large, prestigious international society meetings).

Trip Guidelines: Expense Reimbursement

Anesthesia Residency Program

Airfare	Attendance - lowest coach fare up to \$1200; contiguous 48 U.S. states and Canada Presentation - lowest coach fare up to \$1200 domestic Tickets must be purchased at least 14 days (preferably 21) in
----------------	--

	advance
Receipts	Itemized receipts are required for all expenses. We will cover only the resident's expenses (not family members).
Hotel	\$325 maximum per night plus tax
Registration	Reimbursed up to \$800
Meals & Incidentals	\$75 maximum per day for meals, tips, phone calls and incidentals. We will cover only the resident's expenses (not family members).
Ground Transportation	Ground transportation to/from Jacksonville at current Mayo rate, up to the cost of lowest coach airfare Ground transportation outside Jacksonville (public transit, taxi, airport/hotel parking) - actual expense reimbursed
Car Rental	Car rental expense maximums (plus fuel purchased to fill the rental vehicle prior to its return – do not refuel at the rental agency or purchase the fuel plan) \$75/day (including taxes, surcharges and fees) Note: Do not enroll in any rental car insurance
Allowable Expenses:	
<ul style="list-style-type: none"> • Personal meals en route and at destination (resident only) • Car rental, taxi, parking, public transportation, baggage handling • Reasonable tips, incidentals, telephone calls • Modem access fees for online computer access 	
Non-Allowable Expenses:	
<ul style="list-style-type: none"> • Alcohol • Expenses incurred by accompanying family members • Entertainment, recreation or health club charges • Insurance associated with car rental 	
Exceptions:	
<ul style="list-style-type: none"> • Exceptions to the policy may be granted to unique circumstances at the approval of the Program Director and Associate Dean. 	

MAYO GROUP PRACTICE (MGP) TRAVEL TIME:

- Residents are allowed a maximum of two working days in addition to a weekend for travel by car to another MGP site.
- These days will always be Thursday or Friday so that the resident may start work on Monday at the new rotation.

- If the resident takes the two working days as travel by car, one of them will be counted against the ABA 20 maximum. (If two working days are taken for each way, two days will be counted against the 20 maximum).
- If the resident travels by plane, no working days are allowed.
- A trip card must be presented for travel to the MGPs and no days will be given until the resident declares the mode of transportation.

Updated

10/4/2013