



## BAPTIST MEMORIAL MEDICAL EDUCATION

### GRADUATE MEDICAL EDUCATION POLICY AND PROCEDURE MANUAL

Effective Date: May 1, 2024	<h1>Travel Policy</h1>
Last Review/Revision: May 2024, October 2024, October 2025	
Reference : BMME5000	

**Purpose:**

The purpose of this policy is to outline the process for any Baptist Memorial Medical Education (BMME) physician, physicians in training and non-physician leaders' travel for professional development within the Baptist Memorial Health Care Corporation (BMHCC) policy. This policy does not include travel for assigned recruitment trips or planned in-person system meetings for BMME leaders. All BMME travel does fall under the BMHCC travel policy.

Per BMHCC policy:

Baptist encourages its employees to stay current with changes taking place in their healthcare profession. It is recommended that videoconference, audio conferences and in-house seminars be utilized for the purpose of educating more people at the lowest cost. If video, audio or in-house seminars are not options, local opportunities are to be explored. If local opportunities are not available, in-state opportunities will be the next option. The last option is travel out of the state.

An employee who incurs out-of-state travel to a seminar or conference in one year will not be eligible for travel the next year unless approved by an Executive Vice President.

An employee will cover the cost of all international presentations. Any international travel that is paid for out of pocket will not be supported by the GME department.

The number of Baptist employees participating in a seminar or conference is to be kept to a minimum. If more than two people from the same area are attending, approval by an Executive Vice President or above is required.

For a detail description of the travel policy process please review the BMHCC Travel Policy S-FL-3009.10. [S-FI-3009.10 Travel Policy EFFECTIVE 4-1-24.docx \(sharepoint.com\)](#)

**Recognizing the specific needs of BMME programs to maintain and improve program and BMME corporate leaders' skills and knowledge in GME, the below process should be followed:**

**Process:**

- a. BMME will only routinely send specific program leaders (Program Director, Associate/Assistant Program Director(s), and Program Coordinator/Manager) to one out of state/national conference a year. Consideration for position may allow the same person to attend out of state/national conferences yearly. These travel restrictions do not include travel expense for the BMME Annual Scholarly Activity Symposium or one-day in state specialty conferences. Residents and fellows can be reimbursed for up to three thousand dollars (\$4,000) towards program specific board review and applicable books, dues and subscriptions. For programs of 48 months in length, the total will be \$4300; for programs 60 months in length, the total will be \$4600 if approved by the program director and submitted in accordance with the BMHCC Travel Policy, S.FI.3009.09.

Invited presentations at conferences must be preapproved by the program director and the Designated Institutional Official (DIO) if time off and reimbursement for travel and lodging are required.

- As an added benefit to all GME programs, we have a GME fund that is also available for programs. This fund is designed to support educational initiatives, enhance training opportunities, and foster professional development among our residents. By providing financial resources, we aim to enrich the overall experience and ensure that all participants have access to valuable tools and resources necessary for their success.

## **GME Fund**

The GME Fund is a resource available to GME Programs to request funds to support presentations and attendance at conferences, provided these activities are approved by the DIO and program directors.

Programs should review the following application details below.

Application details for foundation fund support:

- Name, address, telephone number, and email
- Background information, including history and purpose of the request
- Purpose and objectives of the program
- The amount requested, what the funds will be used for
- Description of the Abstract and Conference of population to be served
- Plans to recognize Baptist's support
- Signed letter from PD

For Additional information please reference the GME Fund Guidelines.

- b. Specific Program Director should discuss with DIO annually expected travel for GME leaders in the program during annual budget request process. Possible resident travel for presentations of

scholarly activity should also be discussed. DIO will discuss expected travel for GME corporate staff with VP/ System CMO during annual budget request process.

- c. Whenever possible, travel request should be made at least 3 months in advance. The form shall be completed and should be submitted to the PD and DIO, who will then forward to VP/System CMO and program hospital CEO. Travel requests made less than 3 months in advance, may subject traveler to the expectation to pay the increased expenses for late registration, last minute lodging and flight costs.
- d. Rational should state attendee's BMME position and rational for attending the specific conference. Rational should also discuss benefit for program and/ or BMME and how it will be shared following the conference. Rational should finally state if expense for conference/travel is in the current year budget.
- e. DIO will send approval or disapproval (with explanation) to PD.

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