

Maternal Fetal Medicine of Central PA, P.C.

CME/TRAVEL/CONFERENCE POLICY

Pinnacle Health offers \$1,600.00 Educational Fund money per year for all fellows and residents. This money may be used toward conference/travel fees. All fellows must be approved for travel by the Program Director. All requests for conferences MUST be submitted on a PTO form to Diane Shearer, the Program Coordinator. ONCE the conference approval has been granted, the *fellow* is responsible for making the travel arrangements and submitting receipts to the Coordinator. The coordinator will then submit the receipts to the GMEC for reimbursement out of the Educational Fund.

Meal Reimbursement Allotment – no exceptions - \$40.00: If you pick up the tab for other people in your party, even if they are MFMCP employees/fellows, you are responsible for the overage amount.

For reimbursement of meals, please give all original receipts to the Program Coordinator.

Any miscellaneous receipts such as cab fare, etc., may be submitted to the Program Coordinator for reimbursement. Please note that “car rental” must be pre-approved.

Revised Effective March 2011