

**1. Leaves and Expense Reimbursement Related to Presentations at Medical Meetings**

The guidelines and procedures outlined below are for requests by physicians for Leave and reimbursement for travel and other expenses relating to education and research activities. These requests are not funded through research funds but by Medical Group.

(a) Types of presentations and activities relating to major United States or international medical professional organizations or institutions that are eligible for consideration for Leave and expense reimbursement include:

- (1) a presentation of original research (either as a talk or poster), which has been published or submitted for publication as a paper or abstract;
- (2) serving as a faculty member at an academic medical center;
- (3) serving as a member of, or examiner for, a national specialty or sub-specialty board; or
- (4) exceptional formal scientific presentations approved by the collective Medical Directors.

(b) Criteria for reimbursement:

- (1) A written invitation to participate in one of the types of presentations listed in Section 6.D.1(a) above is required.
- (2) The invitation must be from a major United States or international professional medical organization or institution.
- (3) Research activities must be performed and presentations given while the physician is working full time with Medical Group. A research project may be performed at a local teaching institution and in collaboration with others at that institution.
- (4) A maximum of two Leaves (not to exceed a total of six working days per calendar year) per applicant may be authorized.
- (5) Only one physician will be subsidized for any type of presentation.
- (6) For one presentation at a distant meeting, there will be a maximum Leave allowance of three days and two nights (one day to get to the meeting, one day to present the paper and one day to return). Where distances and time enable the physician to travel to and from the meeting and make the presentation in one day, only one day of Leave will be authorized.

Additional time off for the purpose of attending the remainder of the meeting is to be taken as Educational Leave or Vacation Leave.

For multiple presentations at a distant meeting, there will be a maximum of four days for presentations plus two days for travel. For exhibits, Leave will be granted for the total required exhibit time plus two days for travel.

- (7) Exceptions may be considered by the Executive Medical Director for the special benefit of the Kaiser Permanente Medical Care Program.

(c) Reimbursement:

- (1) If not otherwise available, there will be reimbursement for round trip coach airfare (or mileage where appropriate) to be arranged by our own travel department except under exceptional circumstances approved in advance by the Medical Director of Quality and Clinical Analysis. When the meeting is in a foreign country (except Canada), the reimbursed fare will be the lesser of the coach fare to either the nearest port of exit from the United States or to the site of the meeting.
- (2) If not otherwise available and upon submission of receipts for incurred expenses, there will be a maximum per diem reimbursement for expenses for each day authorized at the meeting (not to exceed three days). There will be no additional payment during the trip for travel, hotel, meals or other expenses beyond the maximum.
- (3) Registration fees, if not paid for by the outside organization, will be reimbursed in addition to the per diem allowance. There must be a written timely request to have the registration fees waived and a rejection from the outside organization in order for Medical Group to reimburse registration fees.

(d) Procedure to be followed in obtaining reimbursement:

- (1) An application form is to be obtained from the Academic Affairs Department.
- (2) The completed form, with approvals by the Chief of Service and Area Medical Director, is attached to the invitation document and sent to the Medical Director of Quality and Clinical Analysis.
- (3) All requests must be approved by the Executive Medical Director or the Executive Medical Director's designee prior to the trip.
- (4) Original expense receipts must be submitted with a standard Request for Reimbursement Form to the Medical Director of Quality and Clinical Analysis.

Presentations funded for travel expense reimbursement by non-Kaiser Permanente sources must have the same type of approval as described above if the physician is representing the Kaiser Permanente Medical Care Program.