

UCLA Department of Surgery Academic Enrichment Fund

The UCLA Department of Surgery (DOS) will provide an academic stipend to each DOS faculty member in the amount of \$6,000 per academic year (July 1st through June 30th). Unused funds from one academic year cannot be carried over into the next.

Use of the funds will be limited to:

1. Expenses related to attendance of professional conferences and meetings (as allowed by university limits and policies)
2. Membership dues for professional societies
3. Continuing Medical Education
4. Board certification costs
5. Licensing fees

Payment Options

Faculty members have two options for processing payment, apart from conference lodging, meals and incidentals which must be covered out-of-pocket and reimbursed:

Option 1: Direct Payment by the Department

The department can facilitate direct payment for the conference registration fees, airfare, membership dues, training/classes, board dues and licensing fees. This option helps alleviate the burden of carrying costs while waiting for reimbursement.

Option 2: Out-of-Pocket Payment with Reimbursement

Faculty members may choose to pay for expenses out-of-pocket but must comply with university policies and limits. For conference costs, the department will reimburse expenses, up to university limits, upon the faculty member's return from the conference.

A travel reimbursement form is required to be completed for reimbursement and includes details on lodging daily maximums as well as per diem rates for meals and incidentals.

For questions or further assistance, please reach out to PAC@mednet.ucla.edu.