Name of Policy: Travel/Seminar Policy
Policy Number: 3364-107-205
Department: Pathology-Laboratory
Approving Officer: Chief Executive Officer-UTMC
Director, Clinical Pathology/
Hematopathology
Responsible Agent: Administrative Director, Lab
Scope: Pathology-Laboratory

Effective Date: 2/10/2017
Initial Effective Date: 6/2/1999

(A) Policy Statement

All planned or unplanned travel or seminars charged to UTMC Pathology must have appropriate approval in advance.

(B) Purpose of Policy

To plan for budget expenses appropriately, and to reduce excess expenditure.

(C) Procedure

1. Plan in advance, and budget for future seminars and travel. If the seminar/travel is budgeted, approval must be obtained prior to finalizing arrangements.
2. Estimate costs and complete Travel/Seminar form (attached).
3. Obtain approval from the Lab Manager/Administrative Director. The form will be circulated to document request and approvals.

Approved by:

[Signature]
Robert L. Booth, Jr., M.D.
Associate Professor
Director, Clinical Pathology/Hematopathology

[Signature]
Daniel Barbac, RN, BSN, MBA
Chief Executive Officer-UTMC

Review/Revision Date:
6/21/1999 5/1/2011
10/6/2003 3/1/2013
10/4/2004 2/20/2015
9/30/2005 2/10/2017
9/19/2006
9/14/2007
6/10/2008

Next Review Date: 2/10/2019

Policies Superseded by This Policy: P-05
DEPARTMENT OF PATHOLOGY

TRAVEL / SEMINAR

Department Approval Form

All Approval Signatures Must Be Obtained Prior to Attending Any Seminar

Department Name/Account Number: ___________________________________________

Purpose for Attending Seminar: ____________________________________________

Location of Seminar: ______________________________________________________

Date, Time and Duration of Seminar: _________________________________________

Estimated Cost to UTMC: _________________________________________________

Was this approved in the Cost-Center’s Budget? _______________________________

APPROVAL SIGNATURES

Supervisor: _________________________________________________________________

Medical Director: __________________________________________________________

Lab Manager: ______________________________________________________________

Hospital Administration: _____________________________________________________