


Name of Policy: Travel/Seminar Policy Policy Number: 3364-107-205 Approving Officer: Medical Director, Clinical Pathology Responsible Agent: Director, Clinical Pathology Administrative Director, Lab Scope: Pathology Laboratory University of Toledo Medical Center		 Effective date: 01/04/2025 Original effective date: 06/02/1999	
Key words: Work travel, approval process, travel budget, approving authority, reimbursement policy			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input checked="" type="checkbox"/>	Reaffirmation of existing policy

(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.
4. All travel for the laboratory and pathology will follow the UT Travel and Reimbursement Policy, 3364-40-03.

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: _____

<p>Approved by:</p> <p><u>/s/</u> Name: Amira Gohara, M.D. Title: Medical Director, Clinical Pathology</p> <p><u>1/10/2025</u> Date</p> <p><i>Review/Revision Completed by:</i></p> <p><i>Joshua Otiso, Administrative Director, Lab</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>P-05</i> <p>Initial effective date: 06/02/1999</p> <p>Review/Revision Date: 01/04/2025</p> <p>Next review date: 01/04/2027</p>
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