



**Pharmacy Resident Professional Meetings and Travel Policy  
Henry Ford Hospital  
Department of Pharmacy Services**

**Required Meeting Travel:**

All residents (PGY1 or PGY2) are required to attend the ASHP Midyear Meeting and the Great Lakes Pharmacy Residency Conference (GLPRC). Non-traditional residents are only required to attend each meeting once during the non-traditional residency. Departmental funding for these meetings will be as follows:

**ASHP Midyear** – Expenses for flight, registration (excluding late fees), lodging, meals up to a maximum of \$2000.

**GLPRC** – Expenses for registration (excluding late fees), lodging (shared hotel room), meals and mileage for drivers (residents should drive together) up to a maximum of \$400.

***Note: max amounts listed above are per meeting, not per resident per year.***

**PGY2 Resident Professional Meeting:**

PGY2 residents may travel to one additional meeting, at the discretion of the residency program director (RPD). A maximum of \$500 will be provided to the PGY2 for this meeting.

NOTE: "Meeting days" will be provided for each of the meetings above. Additional meetings (state, local) may be attended by the resident with appropriate approval of the RPD, preceptor, pharmacy administration; however, days away from the hospital will be deducted from the resident's discretionary leave bank and no additional funding will be available for these meetings.

**Travel to Offsite Learning Experiences**

Learning experiences that are not conducted at the Henry Ford Hospital Detroit Campus (for example, primary care clinics and Henry Ford Health community hospitals) are not eligible for travel reimbursement (e.g. mileage reimbursement).

**All travel funding is subject to change due to appropriate funding and at the discretion of the Director of Pharmacy.**