

# South Pointe Hospital GME Department and Brentwood Foundation

Resident/Fellow SPECIAL Travel Request - (to be used for unusual travel requests – not to be used for conferences, training or required educational meetings – i.e., spending a week in Honduras doing on-site volunteer medical tasks, presenting a paper or poster). Please complete the required Cleveland Clinic Foundation Application for Meeting Attendance form in addition to this form.

Destination: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Dates of Absence: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

\_\_\_\_\_

How does this trip relate to your medical education/training? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Budget for Trip: what expenses are requested from Brentwood Foundation?

<u>\$ Amount Requested</u>	<u>Purpose</u>
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Amount Requested from Brentwood Foundation: \$\_\_\_\_\_

Program Director Signature: \_\_\_\_\_

DME Signature: \_\_\_\_\_

### Affirmation of Request:

I agree to present a short (45 minute-1 hour) presentation to staff, residents, fellows and/or employees within 60 days of my return and supply a written 1-page summary.

Requestor's Signature: \_\_\_\_\_

Requestor's Printed Name: \_\_\_\_\_