

<b>Pre-Authorization Only/ Payments Require:</b> 1. GME Pre-Approval (TAR) 2. T&E Form (If reimbursing individuals) Resident/Faculty/Staff/Others	<b>Graduate Medical Education</b>  <b>Pre-Approval (TAR) Form</b>	<b>GME Office Use Only</b>
		Received _____ Control # _____

<b>Date:</b>		<b>Program Name</b>		<b>ID #</b>	
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The use of all education funds must be approved by the Graduate Medical Education Office. The purpose of the fund is to improve the quality of the education in relationship to the program. It is not intended for the individual resident.

**Item to be purchased & travel:** This request is an estimate. Please attach conference agenda/and or poster acceptance to this TAR. If you have any questions please contact Aiying Zhen at [azhen@usf.edu](mailto:azhen@usf.edu)

Item Description	Price	Quantity	Total Cost	Conference Information	
				<b>Dates (Start / End)</b>	
				<b>Destination (City/State)</b>	
				<b>Conference Title</b>	
				<b>REMINDERS</b> •Conference leave at the VA must be approved by the VA in advance. •Any vendor that has an agreement or contract that needs to be signed must go through the TPA process for official university signers. •Expenses near the end of the AY may post in the following AY. •GME pre-approvals cover the financial approval and do not convey approvals needed for IT, Marketing, or other purposes. The program is responsible for seeking the other necessary approvals according to USF and UMSA policies.	
		<b>Total</b>			

<b>Traveler/ Vendor Information</b>	<b>Vendor Name</b>	
	<b>Vendor #</b>	
	<b>Title (if individual)</b>	

**Please provide a brief summary defining the educational rationale for this request:**

Check if the expense is  
**Taxable**

	<b>PA or Preparer</b>	
<b>Program Director's Signature Approval</b>		

**SEND FORM TO GME OFFICE [00Needs.qk70xmvqb0xol6e7@u.box.com](mailto:00Needs.qk70xmvqb0xol6e7@u.box.com)**

<b>**Graduate Medical Education Office Use Only**</b>		<b>NOTES</b>
<b>Signature</b>		
	Brad Clark, GME Director	International Travel, Graduation, and Non-Academic Events Require CEO Pre-Approval
		Renee Dubault, UMSA CEO