Pre-Authorization Only/ Payments Require:
1. GME Pre-Approval (TAR)
2. T&E Form (If reimbursing individuals)
   Resident/Faculty/Staff/Others

Graduate Medical Education

Pre-Approval (TAR) Form

GME Office Use Only
Received
Control #

Date:		Program Name		ID #	

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

Item Description	Price	Quantity	Total Cost
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
		Total	$0.00

Conference Information	
Dates (Start / End)	xx/xx/2020-xx/xx/2020
Destination (City/State)	
Conference Title	

Traveler/ Vendor Information				
	Name		Phone	
	Title	(write N/A for vendors)	E-mail	
	Full Address		Vendor #	

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

Check if the expense is Taxable ☐

PA or Preparer _____

Program Director's Signature Approval

SEND FORM TO GME OFFICE ***00Needs.gk70xmvgb0xol6e7@u.box.com***

****Graduate Medical Education Office Use Only ****

Signature

Brad Clark, GME Director

NOTES

International Travel Requires CCO Approval PRIOR to trip

Mark Moseley, UMSA CCO