

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

<b>Traveler/ Vendor Information</b>	<b>Name</b>	_____	<b>Phone</b>	_____
	<b>Title</b>	_____	<b>E-mail</b>	_____
	<b>Full Address</b>	_____	<b>Vendor #</b>	_____

<b>Please provide a brief summary defining the educational rationale for this request:</b>	<b>Check if the expense is Taxable</b> <input style="width: 50px; height: 20px;" type="checkbox"/>
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	<b>PA or Preparer</b> _____
<b>Program Director's Signature Approval</b>	

**SEND FORM TO GME OFFICE [00Needs.gk70xmvqb0xol6e7@u.box.com](mailto:00Needs.gk70xmvqb0xol6e7@u.box.com)**

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