



Back to Bedside Travel Expense Guide

Based on where your program is located, travel expenses may vary. Use this guidance to help determine your travel budget:

- Depart from the closest or most reasonable airport from your home location or where the anticipated transportation, parking, and airline costs are most reasonable.
- Make all travel reservations at least three weeks in advance of travel whenever possible.
- For individual flight segments of less than five hours, book the lowest logical non-refundable economy class fare for the requested dates of travel and city pairs.
- You may travel to the location up to one day before the meeting.
- You may travel home from the location no later than the day after the meeting ends. Every effort should be made to travel home from the meeting on the last day of the activity (e.g., take the last flight/train home).

Meetings

Funded project teams will be attending a total of three in-person meetings.

1. **Collaborative Meeting 1 (Chicago, Illinois) – August 2-3, 2026**
Start: 3:00 p.m. Central, August 2
End: by 3:00 p.m. Central, August 3
2. **Collaborative Meeting 2 (Chicago, Illinois) – October TBD, 2027**
Start: 3:00 p.m. Central, Day 1
End: by 3:00 p.m. Central, Day 2
3. **ACGME Annual Educational Conference (Orlando, Florida) – February 24-26, 2028**

Estimated Costs

Hotels – The ACGME partners with three different hotels near the ACGME office that can offer rooms at a discounted rate. Below are estimated rates for the three meetings. You are not required to book the partnered hotels and can book another hotel.

Loews Chicago August 2026	\$250/night
Chicago October 2027	\$300/night
Annual Educational Conference 2028 – Rosen Shingle Creek	\$300/night

Transportation – The ACGME recommends using Google Travel, Expedia, or another travel search website to estimate flight cost from your location. Below are estimates, which will vary based on your home location.

Flight	\$450/person round-trip
Taxi from Airport to Downtown Chicago	\$40-50+ (+tip, traffic variations)



Train from Airport to Downtown Chicago
Taxi from Airport to Rosen Shingle Creek

\$5 (CTA Blue Line train, ~45 min.)
\$20-40

Meals –

- Collaborative Meetings: For both Collaborative Meetings, the ACGME will cover dinner on the first day of the meeting and breakfast, lunch, and snacks during the second day of the meeting.
- Annual Educational Conference: Breakfast and lunch are typically included for all registered attendees. Dinner is also provided for at least one night during the welcome reception.

Your institution should cover costs for meals during travel. We recommend using your institution's guidelines for per diem for meals that are not covered by the ACGME to estimate meal costs per meeting.

Questions to consider for travel budget

Collaborative Meetings 1 and 2:

Round-Trip Travel

- My team will need funds to cover air travel to Chicago.
- My team lives locally and will not need travel funds to get to Chicago.
- My team will drive or take the train to Chicago.
 - Indicate round-trip mileage or ticket price.

Hotel Needs

- Number of nights (note meeting times above).
- My team lives locally and will not need funds for a hotel in Chicago.

ACGME Annual Educational Conference:

Round-Trip Travel

- My team will need funds to cover air travel to Orlando.
- My team lives locally and will not need travel funds to get to Orlando.
- My team will drive to Orlando.
 - Indicate round-trip mileage.

Hotel Needs

- Number of nights.
- My team lives locally and will not need funds for a hotel in Orlando.



**Sample Travel Costs to Include in Project Budget for Two People
(one resident lead and one faculty mentor)**

Meeting	Travel Needs	Estimated Costs
Collaborative 1 (Chicago)	My team will need funds to cover flights to Chicago	\$450 (x2) = <i>\$900</i>
	My team will need funds to cover hotels in Chicago	\$250/night (x2) = <i>\$500</i>
	Meals	\$100/day (x2) = <i>\$200</i>
		TOTAL = <i>\$1,600</i>
Collaborative 2 (Chicago)	My team will need funds to cover flights to Chicago	\$450 (x2) = <i>\$900</i>
	My team will need funds to cover hotels in Chicago	\$300/night (x2) = <i>\$600</i>
	Meals	\$100/day (x2) = <i>\$200</i>
		TOTAL = <i>\$1,700</i>
ACGME Annual Educational Conference (Orlando)	My team will need funds to cover flights to Orlando	\$450 (x2) = <i>\$900</i>
	My team will need funds to cover hotels in Orlando	\$300/night (x4 nights)(x2) = <i>\$2,400</i>
	Meals	\$100/day (x4 days)(x2) = <i>\$800</i>
	Registration	\$640 (resident lead) + \$1,240 (faculty mentor) = <i>\$1,880</i>
		TOTAL = <i>\$5,980</i>

*ACGME-provided travel stipend of up to \$5,000 may be used toward the numbers in ***BLUE italics***.