

## UPDATED 2/24/26

### RESERVATION & CONCUR EXPENSE REPORTING INSTRUCTIONS FOR BSWH ATTENDEES ONLY 2026 BSWH 45<sup>th</sup> Internal Medicine Review July 13-17, 2026

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When booking travel / filing expense reports for this conference, please note the following BSWH policies to ensure faster expense report processing:

#### **LODGING - DATES:**

- BSWH will pay for lodging incurred during conference attendance only for the nights of July 12, 13, 14, 15, 16, 17.
- Lodging and incidental expenses incurred for additional nights prior to or after the conference are the responsibility of the traveler. Lodging nights will not be reimbursed prior to July 12 or after July 17.

#### **LODGING – ROOM SIZE:**

- BSWH policy covers lodging in a single hotel room.
- Lodging reservations for Airbnb, VRBO, bed and breakfasts, home rentals, RV parks, etc. are not reimbursable.
- **Condo Exception for this conference only:** Attendees, speakers, and event staff may reserve a condo unit through La Copa Vacations Condominiums in conjunction with the conference hotel, or unit nearby. **The traveler must make the reservation directly with the hotel and pay with a personal credit card.** BSWH will reimburse a maximum of the single conference room rate of **\$303.03 per night (\$259 room/\$44.03 tax) for 6 nights = \$1,818.18**. Any additional cost is the responsibility of the traveler.
- **Reservations for Single Hotel Room: Contact Fox World Travel** at 855-486-3894 or [BSWH@foxworldtravel.com](mailto:BSWH@foxworldtravel.com).

#### **MEALS:**

- Meals are reimbursed with an itemized receipt showing the food and beverages purchased.
  - If there are multiple diners, separate checks are preferred. Otherwise, please clearly identify the traveler's own food and beverages and claim only the food/beverage and proportionate tax/tip for the employee
  - Deduct ineligible purchases *prior to* applying the policy dollar limits per meal.
  - See Concur expense entry example below

#### **MILEAGE:**

- Personal Car Mileage is reimbursed in Concur for the miles driven *in excess of the normal round-trip commute*.
  - Enter mileage as driven in the Waypoints (typically home to the hotel to home)
  - Check “deduct commute”
  - Enter home and work locations
  - Check “deduct round trip”

***Per BSWH policy, expense reports should be submitted timely – no later than 9/21/26 for this event.***

# CONCUR EXPENSE ENTRY EXAMPLES

**Hotel Entry with condo booked directly:** Nightly rate \$259 / Nightly tax \$44.03 x 6 nights = \$1,818.18 max allowed

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
	Cash	Hotel - Individual Paid	Hilton Hotels	01/08/2025	\$1,690.65 Itemized

**Hotel Entry with single room booked with Fox:** Nightly rate \$259 / Nightly tax \$44.03 x 6 nights = \$1,818.18 max allowed

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
	Company Paid Hotel	Hotel - Company Paid	Hilton Hotels	01/08/2025	\$1,690.65 Itemized

**Meal Example:**

Enter total amount on receipt = For example, \$63.47 at the Surf N Turf

Click Itemize

Enter personal amount (example, \$43.18 family meals/alcohol and proportionate tax/tip)

Concur will create a line for the \$20.29 balance for the employee's food, beverage and proportionate tax and tip

Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
	Cash	Dinner (self)	Surf N Turf	07/21/2023	\$63.47	\$20.29 Itemized
	Cash	Dinner (self)	Surf N Turf	07/21/2023	\$20.29	\$20.29
	Cash	Dinner (self)	Surf N Turf	07/21/2023	\$43.18	\$0.00 Personal

**Mileage Example:**

When traveling to/from your home address be sure to check the Deduct Commute & Deduct Round Trip boxes.

**Mileage Calculator**

Avoid Tolls  Avoid Highways

Waypoints

- My home address Temple, TX 7  Personal **432.4 MI**
- 500 Padre Blvd, South Padre Island, TX  Personal **432.5 MI**
- My home address Temple, TX 7  Personal

Deducted Commute Distance

Home: My home address Temple, TX 7

Office: 2401 S 31st Street, Temple, TX 76508,  Deduct Round Trip **5.4 MI**

Deduct Commute

	<b>TOTAL PERSONAL</b>	<b>TOTAL BUSINESS</b>
	<b>5.4 MI</b>	<b>859.5 MI</b>

Remember to **ATTACH THE CONFERENCE AGENDA** at the REPORT level (not an expense receipt) by clicking “Manage Receipts/Manage Attachments/Add.”

Report Details

Expenses

- -

Receipt  Payment

**For assistance with Concur, you may contact [ExpenseReports@BSWHealth.org](mailto:ExpenseReports@BSWHealth.org) or 214-865-3957.**



# 45th Annual Internal Medicine Review

July 13-17, 2026 | South Padre Island, TX

## Agenda

Monday, July 13		
Time	Presentation	Speaker
7:00 AM	Registration, Breakfast and Exhibits	
7:50	Welcome and Introductory Remarks	
8:00	ADA Standards of Care of 2026: Diabetes Treatment Changes for 2026	Prashant Nadkarni, MD
9:00	Identifying Skin Cancers - Picture Review, Update on Treatments	Katherine Fiala, MD
10:00	Break and Exhibits	
10:15	CGM Basics for Primary Care	Prashant Nadkarni, MD
11:15	What's Next? When Steroids and Antifungals Don't Work	Katherine Fiala, MD
12:15 PM	Break and Exhibits	
12:30	Brave New World w/o Vaccines: Return of MMR and More	John Midturi, DO
1:30	Adjourn	

Tuesday, July 14		
Time	Presentation	Speaker
7:00 AM	Registration, Breakfast and Exhibits	
7:50	Welcome and Introductory Remarks	
8:00	New Treatment Strategies for STDs and HIV/Prep Update	John Midturi, DO
9:00	Management of Valvular Disease: Diagnosis, Treatment and Longterm Follow Up after TAVR	Rikin Patel, DO
10:00	Break and Exhibits	
10:15	CKD in Primary Care: Early Detection, Risk-stratification and Treatment	Tariq Shafi, MD, MHS
11:15	Cardiovascular Risk Estimate for Primary Care	Rikin Patel, DO
12:15 PM	Break and Exhibits	
12:30	Evaluation and Management of Hyponatremia	Tariq Shafi, MD, MHS
1:30	Adjourn	

Wednesday, July 15		
Time	Presentation	Speaker
7:00 AM	Registration, Breakfast and Exhibits	
7:50	Welcome and Introductory Remarks	
8:00	Updates in Lifestyle Medicine and Longevity	Noah Stratton, DO
9:00	Treating Anxiety and Depression in Geriatric Patients	Adam Brown, DO
10:00	Break and Exhibits	
10:15	SICP: Evidence and Billing and Dying in America	Autumn Stratton, MD
11:15	Fall Prevention/Exercises that Make the Most Difference	Adam Brown, DO
12:15 PM	Adjourn	

Thursday, July 16		
Time	Presentation	Speaker
7:00 AM	Registration, Breakfast and Exhibits	
7:50	Welcome and Introductory Remarks	
8:00	GLP-1's: Compounds, Pens, and Pills, Oh My!	Sayre Koger
9:00	MGUS/MM - When to Worry	Rex Garland, DO
10:00	Break and Exhibits	
10:15	Strategies for Deprescribing in Geriatric Patients	Sayre Koger
11:15	Practical Approach to VTE Management	Rex Garland, DO
12:15 PM	Break and Exhibits	
12:30	Move Over LDL: New Era of Lipid Screening and Management	Jerry Fan, MD, FACP, FACC
1:30	Adjourn	



Friday, July 17		
Time	Presentation	Speaker
7:00 AM	Registration, Breakfast and Exhibits	
7:50	Welcome and Introductory Remarks	
8:00	High Risk for CAD: Now What	Jerry Fan, MD, FACP, FACC
9:00	Most Important Articles from Last Year	Austin Metting, MD
10:00	Break and Exhibits	
10:15	PMR/GCA	Beth Scholz, MD
11:15	IM Board Review	Austin Metting, MD
12:15 PM	Break and Exhibits	
12:30	Inflammatory Myopathies	Beth Scholz, MD
1:30	Adjourn	