

TRAVEL – MEDICAL STUDENTS Departmental Policy

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| Classification Operations | Table of Contents Purpose 1 |
| Approval Authority Associate Dean, UME | Scope 2 |
| Implementation Authority Manager, Undergraduate Medical Education | Definitions 3 |
| Effective Date April 1, 2015 | Procedures 4 |
| Latest Revision July 11, 2023 | Parent Policy 5 |
| | Instructions/Forms 6 |
| | Appendices 7 |
| | Related Procedures 8 |
| | Related Information 9 |
| | References 10 |
| | History 11 |

Purpose

- 1 To provide information on travel reimbursement for the following:
 - a. AFMC and CFMS Biannual General Meeting – Transportation (Air/Ground), accommodations, registration fee and meals not provided by event. Total of 3 students approved (President and 2 VP Education Positions, Year 2). VP Global and VP External National funded by CMSA. ****Meetings held during the ICAM Conference.**
 - b. Western Dean’s Conference - Transportation (Air/Ground), accommodations and meals not provided by event. Total of 4 students approved (Class Presidents and one VP Education Position from Year 1 & 2).
 - c. Academic Conferences (Presenting Only) – UME will reimburse up to 2 authors with costs up to a maximum amount of \$1000.00 each (this amount will be reviewed annually). Additional “authors” from class maybe excused to attend however will not be reimbursed.
 - d. Students are only allowed to claim one academic conference reimbursement during their UME education.
 - e. ***CFMS Annual General Meeting – For information purposes only, CMSA funds ALL attendees for AGM in September (Presidents Year 1 and 2, VP External Nationals Year 1 and 2, VP Global Health Year 1 and 2). Total of 6 students. VP Educations do not attend this meeting. UME is not responsible for this event cost.***

Scope

- 2 This policy applies to all students in the MD Program with the Cumming School

of Medicine at the University of Calgary.

Definitions

- 3 In this policy
- a) "UME" means Undergraduate Medical Education
 - b) "CFMS" means Canadian Federation of Medical Students
 - c) "AFMC" means The Association of faculties of Medicine of Canada
 - d) "CCME" means Canadian Conference on Medical Education
 - e) "Associate Dean, UME" means the office or officer responsible for approving University policy and procedures.
 - f) "Manager, UME" means the office or officer responsible for implementing University policy and procedures as well as monitoring compliance.

Procedures

4 Reimbursement Procedures:

****STUDENTS ARE ONLY ALLOWED TO CLAIM ONE ACADEMIC CONFERENCE REIMBURSEMENT DURING THEIR UME EDUCATION****

- a. An application must be submitted to the Dean, UME at least **3 weeks PRIOR** to the conference or event – **Appendix A**.
- b. Within 30 days upon your return, please complete and Travel Expense Claim Form - **Appendix B**. (**NOTE: Boarding Passes required for airfare claims**).
- c. **Only original receipts will be accepted**. In certain circumstances, copies of bank account statement or credit-card statements may be accepted. It is advised that you copy all receipts for your own records.
- d. If you are splitting a bill/receipt with other individuals, an explanation must be written and attached to the receipt. Only your portion will be paid for on your application.
- e. Meals – **Not included** as part of the conference/event. Meal expenses (including gratuities) will follow the University of Calgary guidelines. **ITEMIZED RECEIPTS REQUIRED.**
- f. Reimbursement of any form of alcoholic beverage costs is **NOT** permitted.
- g. For reimbursement of shared accommodations, ensure that the person who pays has a receipt bearing his/her name. If splitting the costs of a room, each reimbursement claim must have a copy of the official hotel receipt and copies of proof of payment.
- h. Automobile Transportation: Reimbursement as of the University of Calgary guidelines.
- i. Airfare: Whenever possible, you are expected to take advantage of advanced excursion fares, seat sales, etc. For Air Travel, all supporting documents such as boarding passes, and proof of payment must be

attached.

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| Parent Policy | 5 | N/A |
| Instructions/Forms | 6 | All medical students are expected to complete the “Application for Medical Student Travel Assistance Form (Appendix A)” for attendance and reimbursement approval. Approval for attendance must be given by the Associate Dean, Undergraduate Medical Education prior to attending event. BE SURE THAT YOU HAVE: <ol style="list-style-type: none">1. Original Receipts/Boarding Passes2. Completed Travel Expense Claim Form – Appendix B3. Photocopy receipts for your own records4. Copy of paper presented5. Conference Schedule Submit all documents to Associate Dean, UME. |
| Appendices | 7 | Appendix A – Application for Medical Student Travel Assistance Appendix B – Travel Expense Claim Form |
| Related Procedures | 8 | |
| Related Information | 9 | |
| References | 10 | |
| History | 11 | <i>Approved:</i> Dr. Christopher Naugler, Associate Dean, UME UME Management Canadian Medical Student Association (CMSA) |