TRAVEL – MEDICAL STUDENTS
Departmental Policy

Purpose

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 CCME 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 $750.00 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

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

In this policy

a. UME means the Undergraduate Medical Education program at the Cumming School of Medicine, University of Calgary.

b. “MD” means Doctor of Medicine.

c. Approval Authority means the office or officer responsible for approving Undergraduate Medical Education policy and procedures.

d. Implementing Authority means the office and officer responsible for implementing Undergraduate Medical Education policies and procedures.

e. CACMS: Committee on Accreditation on Canadian Medical Schools.

f. College of Family Physicians of Canada (CFPC)

g. Confidential means that access to the records is limited to those with a demonstrated need to know. Information that is classified as Confidential must be stored within a controlled access system. It may be transmitted on internal networks with or without encryption. Information must be encrypted if transmitted on a public network.

h. Student Inactive Files refers to records about a former medical student.

i. Student File refers to records about a current or former medical student held by UME.

j. CFMS means Canadian Federation of Medical Students

k. AFMC means The Association of Faculties of Medicine of Canada

l. FOIP refers to Alberta’s Freedom of Information and Protection of Privacy Act.

m. CCME means Canadian Conference on Medical Education

n. Non-academic file refers to information of a personal nature of the medical student.

o. UME administration refers to: Associate Dean, Assistant Deans, Manager, Curriculum & Administration, Administration Assistants and Coordinator and Program Supervisors.

p. Student Academic Review Committee (SARC).

q. Student Evaluation Committee (SEC).

r. “Pre-Clerkship” means years one and two of the MD program.

s. “Clerkship” means the third and final academic year of medical school.

t. “Learning Management System” means a web-based system for curriculum management system in use is called OSLER.

u. “OSLER” means Online Schemes, Learning and Education Resources.


w. “ITER” means In Training Evaluation Report, these are forms that are completed by preceptors after interacting with a student, either in a classroom (i.e. small group) or clinical setting. They can assess a variety of domains of performance, and usually also include a global rating of the Students’ performance.
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.

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:

1. Original Receipts/Boarding Passes
2. Completed Travel Expense Claim Form – Appendix B
3. Photocopy receipts for your own records
4. Copy of paper presented
5. Conference Schedule

Submit all documents to Associate Dean, UME.

Appendices

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<th>Page</th>
<th>Description</th>
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<td>Appendix A – Application for Medical Student Travel Assistance</td>
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<td>Appendix B – Travel Expense Claim Form</td>
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Related Procedures

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Related Information

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History

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<td>Dr. Christopher Naugler, Associate Dean, UME</td>
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<td>UME Management</td>
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<td>Canadian Medical Student Association (CMSA)</td>
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TRAVEL – MEDICAL STUDENTS (APPLICATION FOR TRAVEL ASSISTANCE)

Applicant must be a full-time medical student in the Undergraduate Medical Education Program. A maximum of $750.00 may be awarded to the student traveling to a meeting to present a paper. This application must be completed and have attached to it a copy of the abstract paper and confirmation of acceptance of the paper to be presented.

REQUEST MUST BE SUBMITTED AND APPROVED AT LEAST THREE WEEKS PRIOR TO DEPARTURE DATE

APPLICANTS NAME: ______________________________________________________

NAME OF CONFERENCE AND TITLE OF PAPER TO BE PRESENTED:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

DATES OF MEETING: __________________________to___________________________

DESTINATION: ___________________________________________________________

SIGNATURE OF APPLICANT:
________________________________________________DATE: ___________

SIGNATURE OF ASSOCIATE DEAN of UNDERGRADUATE MEDICAL EDUCATION

_______________________________________________DATE: ___________
TRAVEL – MEDICAL STUDENT (TRAVEL EXPENSE CLAIM FORM)
Please remit within 30 days of incurring expense
**FLIGHT BOARDING PASSES, ITINERARY AND PROOF OF PAYMENT REQUIRED**
For all other expenses - ORIGINAL RECEIPTS MUST BE ATTACHED

FULL NAME (Please Print): ______________________________ Date: ________________

ADDRESS ____________________________________________ Postal Code: _________

Email: _______________________________ Phone #: __________________________

PURPOSE of TRAVEL: ______________________________________________________

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SIGNATURE: ______________________________ DATE: ________________

Reviewed and Approved by: __________________________ DATE: ________________