

Career Days

- PGME allocates a small budget amount to programs for catering expense reimbursement.
- You will be notified of the budget once the schedule has been finalized by the Educational Events Coordinator.
- In order to receive reimbursement for your catering, please include the following items with your claim:
 - a. An Expense Description Form (completed), which is found at:
<https://wcm.ucalgary.ca/pgme/files/pgme/pgme-expense-description-form-rev-april-2018.pdf>.
 - b. Scanned copy of the itemized receipt.
 - c. List of Attendees.
- Please send all claims to pgmeworkshops@ucalgary.ca within five days of the event.