

The University Of Manitoba Max Rady College Of Medicine Student Travel Application For UGME Funded National And International Conferences/Meetings

Student # _____ Student Mailbox # _____

Name: _____
(FIRST NAME) (MIDDLE NAME) (LAST NAME)

Name of Conference/meeting: _____

Conference/meeting location: _____

Start date: _____(yyyy/mm/dd) End date: _____(yyyy/mm/dd)

Claimable Expense Items	Estimated Expenses
Flight	\$
Taxi	\$
Accommodation	\$
Registration	\$
Meals	\$
Total estimate for above listed expenses	\$

Please choose one:

- ☐ CFMS Fall AGM
- ☐ CFMS Spring AGM (CCME)
- ☐ Western Dean's

1) How will this experience be of benefit to you?

2) How will this experience benefit the Max Rady College of Medicine?

Please answer the following questions:

- 3) Have you received Max Rady College of Medicine travel funding before? ☐ Yes ☐ No
If yes, when? _____(yyyy/mm/dd)

For: _____

Declaration: I hereby declare that all the above information is complete and true in every respect, and that financial assistance is essential for my participation in the stated event. I also give permission to the Max Rady College of Medicine to verify these statements.

Signature of Applicant: _____

Date: _____(yyyy/mm/dd)

Submit completed applications to:
260 Brodie Centre

Assistant to the Associate Dean, UGME and Business Manager

727 McDermot Avenue
Winnipeg, MB R3E 3P5

Or fax to:

(204) 789-3929

Attention: Assistant to the Associate Dean, UGME and Business Manager

FOR OFFICE USE ONLY:

Date received: _____

Approved:

☐ Yes

☐ No

Maximum amount granted: _____

Business Manager (signature)

Date

Student notified:

Email

☐ Yes

Hard copy

☐ Yes

File copy:

☐ Yes



**Max Rady College of Medicine
Undergraduate Medical Education**

Office of the Dean
260 Brodie Centre
727 McDermot Avenue
Winnipeg, Manitoba
Canada R3E 3P5
Telephone (204) 789-3557
Fax (204) 789-3928

GUIDELINES FOR STUDENT TRAVEL

FLIGHTS:

- 1) The Assistant to the Associate Dean, UGME and Business Manager will contact the student to obtain personal information and arrange their flight.
- 2) The student must book the following using their **personal funds** and apply for reimbursement after the trip:
 - Hotel
 - Conference registration
 - Transportation (ex. taxi, bus, car rental, parking)
 - Meals (not including alcohol)

Entertainment will not be reimbursed (ex. movies, pay-per-TV, etc.)

REIMBURSEMENT:

Upon returning from a trip, the student must submit the following to the Assistant to the Associate Dean, UGME and Business Manager:

- a) All original receipts* and invoices
- b) For international travel, a credit card statement will also be required. All information, other than name and the specific items to be reimbursed, may be blacked out.

*All meal receipts should include both the itemized receipt and the payment receipt.

Only original boarding passes and receipts/invoices will be accepted. In special cases, Travel Services may accept computer receipts/invoice but this is not guaranteed. Handwritten receipts (apart from the ones taxis give you) will not be accepted.

IMPORTANT TO NOTE:

All original receipts and invoices must be handed no later than two months after returning from trip. The student will receive three emailed and written reminders to submit their receipts and a final deadline date. Reimbursement of receipts/invoices received after the stated deadline date will not be provided.

If there are any questions, please contact the Assistant to the Associate Dean, UGME and Business Manager.