

Max Rady College of Medicine Undergraduate Medical Education Policy

Policy Name:	Student Travel
Application/Scope:	Undergraduate Medical Education (UGME) Students
Approved (Date):	June 2018
Review Date:	June 2023
Revised (Date):	June 2018
Approved By:	UGME Management Committee [June 2018]

1. **PURPOSE**

Undergraduate Medical Education (UGME) will provide funding and support to medical students to attend identified national/international conferences/meetings related to their required participation as student representatives of the University of Manitoba.

This policy does not apply to financial support for conferences and/or meetings that are generally funded through UGME Awards, Max Rady College of Medicine. For more information on such funding, visit the link:

http://umanitoba.ca/faculties/health_sciences/medicine/education/undergraduate/awards/awards_ugme.html.

2. **DEFINITIONS**

2.1 **Academic year** – runs from August of one year, to August of the next year.

2.2 **CCME** – Canadian Conference on Medical Education

2.3 **CFMS** – Canadian Federation of Medical Students

2.4 **MMSA** – Manitoba Medical Students Association

3. **POLICY STATEMENTS**

3.1 A student seeking support under this policy must be in good academic standing and currently registered with the University of Manitoba and the College of Physicians and Surgeons of Manitoba.

3.2 UGME will fund student participation, within available financial resources upon completion of required application (see Appendix 1) and upon recommendation of MMSA.

3.3 A student seeking to attend a conference dealing with leadership in student government or leadership in global health may be supported dependent on available financial resources and upon completion of required application.

3.4 Student participation in national/international leadership events will be at the sole discretion of the Associate Dean, UGME, upon the completion of required application.

- 3.5 International student travel that is identified from specific trust funding and allocated through UGME will be administered by UGME.
- 3.6 The allocation of funding will be determined on an annual basis and communicated when the budgeting process is complete.
- 3.7 Each student must comply with the Max Rady College of Medicine Guidelines for Student Travel (Appendix 2) which is an adaptation of the University of Manitoba Travel Services guidelines:
http://umanitoba.ca/admin/governance/media/Travel_and_Business_Expense_Claims_Policy_-_2014_12_01_RF.pdf
- 3.8 This policy will be reviewed on the first anniversary of its original passage and every five years thereafter.

4. **PROCEDURES**

RESPONSIBILITIES OF STUDENT

- 4.1 The student seeking funding must complete The University of Manitoba Max Rady College of Medicine Student Travel Application for UGME Funded National and International Conferences/Meetings Form (see Appendix 1) and submit to the Assistant to the Associate Dean, UGME and Business Manager.
- 4.2 Submissions must be returned no later than two months prior to conference/meeting via fax to 789-3929 or in person to 260 Brodie Centre.
- 4.3 The student will pay for all remaining costs and submit all original receipts and invoices for reimbursement to the Assistant to the Associate Dean, UGME and Business Manager (see Appendix 2).
- 4.4 The student must submit all original documentation no later than two months after travel is complete. The student will receive three reminders prior to final deadline date. Reimbursement of receipts/invoices received after the stated deadline date will not be provided.

RESPONSIBILITY OF UGME FACULTY AND STAFF

- 4.5 Accept students to receive funding, as per the recommendation of MMSA (as per Policy Statement 3.2).
 - CFMS Fall AGM will accept 2 students – Max \$2500 (combined total)
 - CFMS Spring AGM/CCME will accept 2 students – Max \$2500 (combined total)
 - Western Dean's will accept 1 student – Max \$1250

RESPONSIBILITY OF THE ASSISTANT TO THE ASSOCIATE DEAN, UGME AND BUSINESS MANAGER

- 4.6 The Assistant to the Associate Dean, UGME and Business Manager will contact the student to confirm flight information and will make the flight arrangements.

5. **POLICY CONTACT**

Please contact Business Manager, UGME with questions respecting this policy.

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.