

CHECKLIST FOR LEARNERS – FACULTY OF MEDICINE

RE: TRAVEL POLICY

Prior to booking your travel:

1. You must complete a [Travel Request](#) and receive approval a minimum of 4 weeks prior to your travel date. This request should include:
 1. Two quotes for the cost of flights
 2. Registration acceptance email / presentation acceptance
 3. Leave request approved by UGME

Complete this form in its entirety with as much specific information as possible. Include the appropriate FOAPAL:

FOAPAL – 190000 44223 76006 6100 (travel within Canada)

FOAPAL – 190000 44223 76156 6100 (International Travel)

2. Email the completed form and the attachments to the Office of Learner Well-Being and Success (LWS) at lws@mun.ca for approval.
3. Please ensure you review the [Schedule of Reimbursable Expenses | Financial and Administrative Services | Memorial University of Newfoundland \(mun.ca\)](#) before you leave so you are aware of what is / is not covered during your trip.

When you return from your travel:

1. Complete a [Travel Claim](#) and submit to LWS *along with this document* within 7 days of the trip completion and attach the following documents (please check items included):
 - Boarding passes – originals (if saved to your phone, please provide the best version of the PDF)
 - Flight itinerary – PDF copy showing all flights and cost
 - Copy of conference agenda
 - Hotel receipts even if sharing (proof of payment)
 - Proof of paid registration
 - Input Meal Per Diem in Travel Claim - <https://www.mun.ca/finance/travel/reimbursableexpense.php> will be provided for meals not included in a conference or other registration fee
 - Taxi Receipts
 - Must provide proof of exchange rate for your receipts with a credit card screen shot or from Bank of Canada (only necessary for international travel)