



Faculty of Medicine

## Undergraduate Travel Funding Guidelines

<b>Office of Accountability:</b>	Office of Learner Well-Being and Success
<b>Office of Administrative Responsibility:</b>	Office of Learner Well-Being and Success
<b>Approver:</b>	Senior Executive Committee
<b>Approval Date:</b>	October 7 <sup>th</sup> , 2024
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### Definitions

<b>Academic Year</b>	For UGME an academic year is a 52-week period commencing August of one year and finishing August of the subsequent year.
<b>Learner (s)</b>	Individual(s) enrolled in the Doctor of Medicine (MD) program at Memorial University (Memorial).

### Overview

Depending on available funding, the Office of Learner Well-Being and Success (LWS) may provide Learners with full or partial financial support to attend relevant conferences and other identified opportunities that promote the objectives of the Faculty of Medicine (FoM).

### Purpose

To outline the terms and conditions for the allocation of available funding for travel.

### Scope

Learners enrolled in the Doctor of Medicine (MD) program.



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### **Guidelines**

The number of Learners that can receive full or partial funding within an academic year, and the amount received per learner, is at the discretion of LWS.

#### **1.0 Full Funding Opportunities**

1.1 Full funding opportunities will be provided to:

1.1.1 The Medical Students' Society (MSS) President (or delegate) and one (1) MSS Representative (as decided by the MSS President and the Associate Dean, LWS) to attend the CFMS Annual General Meeting and the CFMS Spring General Meeting.

1.1.1.1 Every effort will be made to ensure that a different MSS representative will attend each conference.

1.1.2 The Learner who places first in the Faculty of Medicine Medical Students Research Forum to attend a National Student Research Forum as determined by LWS.

1.1.3 The Global Health Liaison (or delegate) and the Government Affairs and Advocacy Representative (or delegate) to attend CFMS Lobby Day.

1.1.4 An Indigenous Learner to attend the Indigenous Physician Association of Canada (IPAC) Annual Mentorship Gathering and AGM.

1.1.5 A Black Learner to attend the Black Medical Students Association of Canada conference.

1.1.6 Other Learners from equity-deserving groups and marginalized communities to attend relevant National conferences or AGMs.

#### **2.0 Partial Funding Opportunities**

2.1 Learners may have the opportunity to apply for and receive partial funding to attend a conference if funding is available.

- i. Applying for funding does not guarantee approval.
- ii. The maximum amount of funding available from LWS is \$500.

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iii. Learners are encouraged to seek funding from other available sources.

2.2 Opportunities for partial funding may include:

- i. Oral or poster presentation at a recognized medical conference.
- ii. MSS representative at CFMS roundtable related to their elected position.
- iii. Learner representing the Faculty of Medicine at National Day of Action.
- iv. Global Affairs and Advocacy Committee Representative (or delegate) attending the CFMS Medical Day of Action.

### 3.0 Terms and Conditions of Learner Travel

3.1 If funding is available, the Learner must also complete the Undergraduate Medical Education (UGME) [Leave and Assessment Deferral Request form](#) and provide the Phase Lead's approval to LWS for final consideration.

3.2 According to Memorial's [Travel-General](#) policy, expenses should be minimized by securing the lowest available rates. Quotes should be included with the travel request.

3.3 The most cost-effective transportation to and from conferences or other approved events is required. Air travel should be booked at the lowest obtainable rate.

3.4 Conference registration fees are to be purchased at the early-bird rate whenever possible.

3.5 Learners will receive a per diem allowance for travel day(s) and for any meals not covered by the conference registration. Allowance amounts are detailed in the [Schedule of Reimbursable Expenses](#).

3.6 Deviations will only be accepted in extenuating circumstances. LWS will prepare a request to be presented to the Dean of Medicine, Memorial.

3.7 Learners who are travelling outside of Canada must comply with the University's [Travel Outside of Canada policy](#).



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### 4.0 Submission and Approval Process

- 4.1 The Learner will check with LWS to ensure funding is available.
- 4.2 If funding is available, the Learner must submit a leave request to the UGME office and then present the approved leave to LWS.
- 4.3 Learner submits a [Travel Request Form](#) to LWS at least four (4) weeks prior to the travel date.
- 4.4 Upon completion of travel, a [Travel Claim Form](#) will be submitted to LWS usually within seven (7) days. LWS will submit the form to the Finance Office.

### **Related Links:**

[Financial and Administrative Services- Memorial University](#)

[Finance Office- Faculty of Medicine](#)

[Memorial's Travel General policy](#)

[Memorial University's Travel outside Canada policy](#)

[Procedure for filing a Travel Claim](#)