

Undergraduate Medical Student Conference Travel Funding Guidelines

Office of Accountability:	Student Affairs
Office of Administrative Responsibility:	Student Affairs
Approver:	Senior Management Committee
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Overview

Depending on available funding, the Office of Student Affairs may provide undergraduate medical students with full or partial financial support to attend relevant conferences that promote the objectives of the Faculty of Medicine (FoM).

Purpose

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

Scope

Learners enrolled in the Doctor of Medicine (M.D.) program.

Policy

1.0 Full Funding Opportunities

1.1 Canadian Federation of Medical Students (CFMS) Conferences

- 1.1.1 Full funding is provided to the Medical Students' Society (MSS) President (or delegate) and one (1) MSS Representative (as decided by the MSS president and the Assistant Dean, Student Affairs) to attend the **CFMS Annual General Meeting** and the **CFMS Spring General Meeting**.

- 1.1.1.1 The same MSS Representative cannot attend both conferences.

Undergraduate Medical Student Conference Travel Funding Guidelines

1.1.2 Full funding is provided to the Global Health Liaison (or delegate) and the Government Affairs and Advocacy Representative (or delegate) to attend **CFMS Lobby Day**.

1.2 National Student Research Forum

1.2.1 Full funding is available to the student who places first in the Faculty of Medicine Medical Students' Research Forum to attend a National Student Research Forum as determined by the Office of Student Affairs.

2.0 Partial Funding Opportunities

2.1 Medical students who are presenting at a conference (poster/oral presentation) may have the opportunity to apply for partial funding, if funding is available.

2.1.1 Applying for partial funding does not guarantee approval.

2.2 The maximum amount of funding a student can receive from the Office of Student Affairs is \$500.

2.2.1 Students are encouraged to seek funding from other available sources (e.g. individual clinical disciplines, research funding agencies, other university funding).

2.3 The number of students that can receive partial funding within an academic year, and the amount received per student, is at the discretion of the Office of Student Affairs.

2.3.1 For more information regarding partial funding opportunities and the application process, contact the Office of Student Affairs (studentaffairs@med.mun.ca; 864 6360), or visit their [website](#).

3.0 Terms and Conditions of Student Travel

3.1 Applications for student travel will only be considered for those who have approved leave from the Undergraduate Medical Education (UGME) office.

Undergraduate Medical Student Conference Travel Funding Guidelines

- 3.2 Expenses must be claimed as per university guidelines. Attention to optimizing travel time and minimizing all expenses is expected.
- 3.3 Most economical transportation to and from the conference is required. All air travel on scheduled flights should be made at the lowest obtainable cost.
- 3.4 Conference registration fees are to be purchased at the early bird rate.
- 3.5 Hotels are to be booked at competitive rates (conference, student, CMA rates).
- 3.6 A per diem allowance will be provided to students for the travel day(s) and for any meals not included in the conference registration. Allowance amounts are outlined in the [Schedule of Reimbursable Expenses](#).

Procedure

- A.0** Student submits a leave request to the UGME office.
- B.0** If the leave request is approved, the student submits a Travel Request Form to the Office of Student Affairs at least four (4) weeks prior to the travel date.
- C.0** A Travel Reimbursement Form (Travel Claim A) is submitted to the Office of Student Affairs no later than ten (10) days after completion of travel (this form can be picked up at the Office of Student Affairs).