



## Department of Family Medicine Policy

<b>Policy Name:</b>	<b>Conference/Workshop Funding</b>
<b>Application/ Scope:</b>	All Family Medicine Residents enrolled in the Residency Program MPAS
<b>Approved Date &amp; Approved By:</b>	September 14, 2022: Executive Management Committee, Department of Family Medicine September 6, 2022: Finance and Administration Service Committee, Department of Family Medicine August 31, 2022: Residency Program Committee, Department of Family Medicine
<b>Review Date:</b>	Five years from the approved date
<b>Revised (Date):</b>	

### **1. PURPOSE:**

Department of Family Medicine will provide funding support to learners to attend and participate in conferences and workshops. This policy outlines the following:

- a. how much leave learners are allowed for the purpose of attending conferences/workshops
- b. the process that needs to be followed to obtain approval for leave and funding.

### **2. DEFINITIONS:**

2.1 Allowable Expenses: the following expenses are eligible for reimbursement: conference/workshops registration fee; airfare (economy); mileage (at the University approved rate; mileage costs claimed may not exceed economy airfare); meals & miscellaneous (at the University approved per diem rate); local ground transportation (one return trip from the airport); accommodations (in a hotel or official bed & breakfast)

2.2 Supporting Documents: the following original documents must be submitted in order for reimbursement to be made: registration receipt; airline boarding passes; taxi receipts; accommodations receipts (credit card bill is not sufficient). NOTE: In all cases, registration receipts MUST be submitted; airline boarding passes MUST be submitted, even if the expense of air travel will not be covered.

2.3 In-Unit: completing a period of Family Medicine Block Time within Family Medicine teaching sites  
For the purposes of this policy, when residents are not in-unit, they are considered to be off-service.

### **3. EXPECTATIONS:**

3.1 Residents may request up to maximum of five (5) days of conference/workshop per academic year.

Days not used in the one year cannot be carried forward to a future year. MPAS students may request up to maximum of two (2) days of conference/workshop per academic year.



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3.2 Conference/Workshop leave must be requested at least four (4) weeks in advance.

3.2.1 The relevant Education Director / MPAS Program Director must approve the conference/workshop as an appropriate educational activity. Leave must be approved by the Education Director (if the activity will be taking place during a resident's Family Medicine Block Time) or by the off-service preceptor or coordinator (if the activity will be taking place during an off-service rotation). Requests may be declined if appropriate clinical coverage cannot be assured.

3.3 In order to be approved for conference/workshop leave and funding, the learners must be satisfactorily meeting the objectives of training program to date.

3.4 The following learners are ineligible for conference/workshop leave and funding, unless otherwise determined by the Education Director / MPAS Program Director: learners who are on remediation or who have remediation pending; learners who are on probation; learners who are not meeting the requirements as outlined in the Academic Day Attendance policy.

3.5 Should approval for a leave not be granted, the learners can apply for other conference/workshop leave at a later time, provided all the requirements for approval are met.

3.6 Each year, a learner may request up to the maximum annual funding level determined by the departmental Executive Management Committee for approved conference/workshops or related travel.

3.6.1 Funding that is not used in one academic year cannot be carried over for use in a future academic year.

3.7 Allowable expenses up to the approved amount shall be reimbursed by the department, conditional upon submission of the appropriate supporting documents.

3.8 Upon return, learners may be requested by the Education Director / MPAS Program Director for the relevant program/stream to provide a report (written or verbal) or a presentation to the learners group.

3.9 Learners who choose to attend a conference/workshop during their vacation will not receive additional vacation days in compensation.



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### 4. PROCEDURE:

- 4.1 The Learners Conference/Workshop Funding Request form must be completed and submitted to the relevant Program Administrator at least four (4) weeks prior to the date of the conference/workshop.
- 4.2. The Program Administrator obtains the approval from the Education Director / MPAS Program Director, who will determine the learner's eligibility for conference/workshop (see 3.3.1 above).
  - 4.2.1. The Program Administrator will notify the resident of the approval/denial.
- 4.3. If the resident will be off-service at the time of the conference/workshop, the Program Administrator will return the form to the resident who is responsible for obtaining approval and signature from the relevant service/preceptor. The resident will then return the form to the Program Administrator.
  - 4.3.1. The learners is responsible for notifying all necessary individuals of their upcoming absence (e.g., call/rotation scheduler, preceptor, clinic manager).
- 4.4. Once both the conference/workshop and the absence have been approved, the Program Administrator will (a) forward the Learners Conference/Workshop Funding Request form to the Financial & Administrative Assistant, who will determine the amount of funding the learner is eligible to receive; and (b) instruct the learners to submit the request within the Curriculum Management system.
- 4.5. The Financial & Administrative Assistant will provide copies of the approved form to the Program Administrator and the resident, with a notation as to the amount of funding available to the resident.
- 4.6. Upon returning from the event, the learner will submit all supporting documents to the Program Administrator no later than **thirty (30) days** following the end of the conference/workshop.
- 4.7. The Travel Expense claim must be complete and submitted with supporting documents (i.e. to the Financial & Administrative Assistant, who will update the records.
- 4.8. The Financial & Administrative Assistant will obtain the appropriate financial authorization signature and submit the travel expense claim to University Finance for processing and issuance of the cheque.



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### 5. REVIEW AND EFFECT ON PREVIOUS STATEMENTS

- 5.1 The Review Date for this Policy and Procedure is five (5) years from the date it is approved by the Executive Management Committee, Department of Family Medicine.
- 5.2 If this document is revised or repealed, any related documents shall be reviewed as soon as possible to ensure that they comply with the revised document, or are in term revised or repealed.
- 5.3 This Policy supersedes all previous governing documents dealing with the subject matter addressed in this document.

### 6. POLICY CONTACT

Please contact the Finance and Administration Service Committee [DFMFINANCE@umanitoba.ca](mailto:DFMFINANCE@umanitoba.ca) with questions regarding this document.

### 7. REFERENCES

[Site/clinic Specific Guidelines and Objectives in addition to this policy](#)

[Academic Day Attendance policy, Department of Family Medicine](#)

[University of Manitoba Policy: Travel and Business Expenses and Claiming](#)

[Resident Leave and Funding Request Form](#)

[RN Link](#)

[Travel Claim form](#)