



# Max Rady College of Medicine Undergraduate Medical Education Policy

<b>Policy Name:</b>	Student Travel
<b>Application/ Scope:</b>	Undergraduate Medical Education (UGME) Students
<b>Next Review Date:</b>	December 2030
<b>Revised Date:</b>	November 2025
<b>Approved Date:</b>	December 2025
<b>Approved By:</b>	UGME Operations Committee

## 1. **PURPOSE**

UGME will provide funding and support to medical students to attend and participate in national/international conferences or meetings as UGME 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: <https://umanitoba.ca/medicine/student-experience/awards-and-financial-aid>

## 2. **DEFINITIONS**

- 2.1 **Academic year** – runs from August of one year to August of the following year.
- 2.2 **ICAM** – International Congress on Academic Medicine
- 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 the 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 may be supported, dependent on available financial resources, and upon completion of the required application.
- 3.4 Funding for student participation in national/international leadership events will be at the sole discretion of the Associate Dean of UGME, upon the completion of the required application.
- 3.5 UGME's International Travel policy will address UGME students who may travel internationally.
- 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: [UM-Travel and Business Expense Claims Policy](#)
- 3.8 This policy will be reviewed every five years thereafter.

**4. PROCEDURES**

RESPONSIBILITIES OF STUDENT

- 4.1 The student seeking funding must complete the University of Manitoba’s Max Rady College of Medicine Student Travel Application for UGME Funded National and International Conferences/Meetings Form (see Appendix 1) and submit it to the Senior Administration Lead and/or the Business Manager.
- 4.2 Submissions must be returned no later than two months before the conference/meeting to the Senior Administration Lead and the Business Manager.
- 4.3 The student will pay for all remaining costs and submit all original receipts and invoices for reimbursement to the Senior Administration Lead and/or the Business Manager, as referred to in the Guidelines in Appendix 2.
- 4.4 The student must submit all original documentation no later than two months after travel is complete. Reimbursement of receipts/invoices received after the stated deadline date may 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).

Annual conferences, number of students and applicable funding amounts per academic year will be provided according to the following table:

Conferences	Students	2024/25	2025/26	2026/27	2027/28	2028/29
CFMS Fall AGM	2	\$1,750	\$1,800	\$1,850	\$1,900	\$1,950
CFMS Spring AMG (ICAM)	2	\$1,750	\$1,800	\$1,850	\$1,900	\$1,950
Western Dean’s	1	\$1,750	\$1,800	\$1,850	\$1,900	\$1,950

Note: annual funding amounts presented are for each student, e.g., 2 students x \$1,750 = \$3,500 total.

RESPONSIBILITY OF THE SENIOR ADMINISTRATION LEAD AND THE BUSINESS MANAGER

- 4.6 Students are recommended to book their own flights and hotels and apply for reimbursement. If students require assistance with booking flights or hotels, they are encouraged to contact UGME’s Senior Administration Lead or Business Manager.

**5. POLICY CONTACT**

Policy: Chair of the UGME Operations Committee.  
 Procedures: Senior Administration Lead or Business Manager.

**For a fillable PDF copy of this form, please go to the Entrada page at this link:**  
[Max Rady College of Medicine Student Travel Application Form](#)

**Max Rady College Of Medicine Student Travel Application  
 UGME Funded National and International Conferences/Meetings**

**Name:**

**Student #:**

**Conference/meeting location:**

**Start date:**

**End date:**

<b>Claimable Expense Items</b>	<b>Estimated Expenses</b>
Flight	
Taxi	
Accommodation	
Registration	
Meals	
<b>Total estimated expenses</b>	\$ 0.00

Choose Conference Meeting attending:

- CFMS Fall AGM  
 CFMS Spring AGM (ICAM)  
 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?

3) Have you received Max Rady College of Medicine travel funding before?

- Yes  No If yes, when? :

Purpose:

**Declaration:** I declare that all the above information is complete and accurate, and that financial assistance is essential for my participation in the event above. I also permit UGME to verify these statements

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**Submit completed applications to:** Assistant to the Associate Dean, UGME and Business Manager  
260 Brodie Centre  
727 McDermot Avenue  
Winnipeg, MB R3E 3P5

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**FOR OFFICE USE ONLY:**

Date received: \_\_\_\_\_

Approved  Yes  No, Reason

Funding amount provided:

Business Manager (signature)

Date:

**Student notified:** Email sent:  Yes PDF copy sent:  Yes

**UGME:** Copy filed:  Yes



**Max Rady College of Medicine  
Undergraduate Medical Education**

Office of the Associate Dean  
260 Brodie Centre  
727 McDermot Avenue  
Winnipeg, Manitoba  
Canada R3E 3P5  
Telephone (204) 789-3557  
Fax (204) 789-3850

**GUIDELINES FOR STUDENT TRAVEL**

**EXPENSES:**

- 1) Students must book their flights using personal funds and apply for reimbursement. If students require assistance with booking flights, they are encouraged to contact the Senior Administration Lead and/or the Business Manager.
- 2) The student must book/incur the following using personal funds and apply for reimbursement after the trip:
  - Hotel
  - Conference registration
  - Transportation (ex., taxi, bus, car rental, parking)
  - Meals (not including alcohol)
- 3) UGME will only reimburse meals by per diem for meals that are not covered by the conference/meeting as per the University of Manitoba's approved per diem rates.
- 4) Entertainment will not be reimbursed (ex., movies, pay-per-view, etc.)

**REIMBURSEMENT:**

Upon returning from a trip, the student must submit the following to the Senior Administration Lead 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 the 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 exceptional cases, Travel Services may accept computer receipts/invoices, but this is not guaranteed. Handwritten receipts (apart from the ones taxis may give you) will not be accepted.

**IMPORTANT TO NOTE:**

All original receipts and invoices must be handed in no later than two months after returning from a trip. Reimbursement of receipts/invoices received after the stated deadline date may not be provided.

If there are any questions, please get in touch with the Senior Administration Lead and/or the Business Manager.