

**STATEMENT 5.0.1 – Expenses Incurred by Course Chairs & Teaching Faculty
Undergraduate Medical Education**

Approved by:	Curriculum Committee
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Date of last review:	N/A
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I. PURPOSE

The Undergraduate Medical Education is a fully funded training program with an operating budget approved by Dean of the Medical School and by Western University. Funding for the program is reviewed annually based on an established budgetary cycle. While there is no assumption that Course Chairs or teaching faculty will pay for costs incurred as a result of their work on specific courses directly, procedures to need to be followed to ensure transparency and accountability.

II. STATEMENT

a. Budget

- i. The Undergraduate Medical Education Office cannot guarantee budgetary approval of all expenses, even those received in advance of a purchase.
- ii. Approval of expenses will be based on budget availability.

b. Course Chairs

- i. Course Chairs may submit proposed expenses to the Manager, Undergraduate Medical Education in advance of the purchase directly or through the Curriculum Support Office.
- ii. Proposed expenses must be received in advance of the purchase.
- iii. The Manager, Undergraduate Medical Education will review the proposed expense and determine feasibility based on budgetary capacity.
- iv. Expenses for course related items already incurred by the Course Chair may not be subject to remuneration if operational budget does not exist.
- v. Course Chairs will be responsible for providing the original receipt to the Undergraduate Medical Education Office as soon as possible.
 1. The Undergraduate Medical Education Office will process the expense claim on behalf of the Course Chair in collaboration with the Finance Office at Western.

c. Teaching Faculty

- i. Teaching Faculty must submit proposed expenses directly to their relevant Course Chair in advance of the purchase.
- ii. Proposed expenses must be received in advance of the purchase.
- iii. The Course Chair will submit the proposed expense to the Manager, Undergraduate Medical Education. The Manager, UME will review the proposed expense and determine feasibility based on budgetary capacity.
- iv. Expenses for course related items already incurred by teaching faculty may not be subject to remuneration if operational budget does not exist.
- v. Teaching faculty will be responsible for providing the original receipt to the Undergraduate Medical Education Office as soon as possible.
 1. The Undergraduate Medical Education Office will process the expense claim on behalf of the teaching faculty in collaboration with the Finance Office at Western.