

Western Nephrology Trainees

Policy & Procedures for Education/Travel Allowance

Revised: May 11, 2026

Reviewed by Residency Program Committee: June 15, 2026

Next Review Date: December 2027

Claims must be submitted within one month of attendance at a conference/course.

You are responsible for submitting your expense claims for Nephrology and the Department of Medicine on-line.

When you began your training, you would have received an email (uwo account) asking you to set up an account for an associated person's status with Western Financials. If you did not receive the email, please check your junk/spam folder for it. Once you have completed the required registration, it can take 1 to 2 days for your account to be set up. Once the account has been set up you will be able to log in to Western Financials and create/submit your expense claim.

Not sure if you have done this yet? You can [Login to MyHR - Western University](#) and verify that your personal details are correct (i.e. mailing address). You can also update your direct deposit information if you wish under Pay. Otherwise, a cheque will be sent to you via mail.

Procedures – Claims to Nephrology

Each Nephrology trainee (PGY 4-5) is permitted up to \$2,000 for each academic year. MOH-funded trainees receive \$1,400 from Nephrology and \$600 from the Department of Medicine. ISR trainees may be eligible to receive the full \$2,000 from Nephrology, if there are no other means of funding from their sponsoring authority.

All MOH-funded trainees must first claim through the Department of Medicine (see below) before expense claims to Nephrology. All ISR-sponsored trainees must first claim through their sponsoring agency before expense claims to Nephrology.

Any remaining funds from the PGY 4 year will carry-over into the PGY 5 year (except for funds from the Department of Medicine). All claims must be submitted by the end of the PGY5 year, there will be no further funding or carry-over beyond that date.

This funding can be claimed up to the maximum amount above, to use for educational activities during PGY4-5 years with the Division of Nephrology. These funds are not allocated to each trainee personally but are held in an account which allows claims for legitimate educational receipts only. Any unused funds will remain in the account to support the education the activities of future trainees.

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Trainees are expected to book hotels and pay conference fees early to avoid late penalties.

Conference/course claims must be received within one month of attendance and please ensure that you have received approval from the Program Director.

Eligible Expenses:	Not Eligible:
<ul style="list-style-type: none">○ Conference Registration with pre-approval from Program Director○ Accommodation while attending the conference.○ Airline/Bus/Train – Economy Fares Only.○ Car Rental - only if primary mode of transportation.○ Mileage and Parking – use of personal car – no gas receipts.○ Course fees including on-line courses with pre-approval from Program Director○ UpToDate Subscription (PGY4-2 years/PGY5- 1 year)	<ul style="list-style-type: none">○ Food & Beverages.○ Entertainment.○ Personal expenses.○ Elective expenses.○ Exam/interview expenses.○ Generic Software.○ Computer Hardware/Phone.

Applying for Reimbursement:

To submit a claim, you will need to contact the Program Administrator for approval and to receive detailed instructions on how to submit a claim.

- Only pre-approved, completed course/conference fees will be reimbursed
- A copy of a certificate of attendance/completion **and** agenda is mandatory.
- Electronic receipts are accepted but must contain a credit card confirmed payment.
- Any original receipts are to be kept if verification is needed.
- Foreign currency-receipts- If Western's default exchange rates are not used, you must provide documentation of the exchange rate claimed (e.g., partial credit card statement or similar).
- Boarding passes for flights/trains are mandatory, electronic passes are accepted.
- Accommodation receipts must show paid in full. If the accommodation booking is an internet receipt only, then a copy of the credit card statement must be provided.
- If accommodation is shared all trainees claiming a portion of the cost must include:
 - A copy of the paid receipt.
 - A copy of the e-transfer used to reimburse the other trainee.

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- An acknowledgement that the funds were received by the trainee owed.
- The trainee paying the full cost must list all reimbursements received.

Procedures – Claims to Department of Medicine

Each MOH-funded trainee (PGY 4-5) will be eligible for an annual Education/Travel Allowance not to exceed \$600 per annum. (No yearly rollover).

- Any balance remaining from the PGY4 year will not be credited to the next year.
- Claims must be received within one month of attendance.
- Credit card statements or sales slips will not be accepted as receipts.
- The academic year is defined as the 12-month period July 1 – June 30.
- Funding does not carry-over, claims must be submitted before the end of each academic year.

Eligible Expenses:	Not Eligible:
<ul style="list-style-type: none">○ Airline/bus/train tickets.○ Car rental.○ Mileage.○ Accommodation costs while attending the conference.○ Tuition fees for an educational course○ Registration fees for a conference.○ Educational manuals & computer software	<ul style="list-style-type: none">○ Food.○ Beverages.○ Entertainment.○ Electives.○ Exam Fees.○ Medical Equipment (e.g. stethoscopes)○ Travel to Exam or interview.○ Generic software.○ Computer Hardware.○ Shared Receipts.

Applying for Reimbursement:

To submit a claim, you will need to contact the Program Administrator to receive detailed instructions on how to submit a claim.

When completing the Travel Expense Report please include the following:	<ul style="list-style-type: none">● Course or conference name, date(s) and location● Agenda or itinerary for the conference● Airline/bus/train tickets (include boarding pass)● Car rental invoice & receipt● Hotel invoice & receipt ● Original receipts in your name are required
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