

**Department of Pathology and Laboratory Medicine
MCISc Pathologists' Assistant
Travel Reimbursement Fund**

MCISc Pathologists' Assistant Students in the Department of Pathology and Laboratory Medicine are encouraged to present their research at scientific meetings, and to attend educational courses.

The Department of Pathology and Laboratory Medicine and the MCISc Pathologists' Assistant Graduate Program have made funds available for this purpose. This Policy governs release of these funds, as follows: **Maximum Travel Fund Award per Year**

A	Ontario Association of Pathologists (OAP) Meeting with presentation	\$500.00 per year and student (max. 2 students)
B	Ontario Association of Pathologists (OAP) Meeting without presentation	Up to \$200.00 per year and student (max 6 students)
C	Canadian Association of Pathologists (CAP) Meeting with presentation	\$1000.00 per year and student (max 1 student)
D	Educational Courses – registration only	Up to \$200.00 per year and student (max 6 students)
E	American Association of Pathologists' Assistants (AAPA) Student Delegate	Up to \$1,000 per year and student (max 2 students)

To qualify to receive awards A, C, and D the graduate student must have an abstract accepted for presentation at the associated meeting.

2. To qualify for award E the graduate student must be selected as a student delegate for the Annual American Association of Pathologists' Assistants (AAPA Meeting) and has to submit both their abstract and article to the AAPA.

3. To be eligible for reimbursement, travel expenses must fall within [Western University travel guidelines](#)

- Airfare: Economy or discount rate.
- Mileage Rates: [treasury board rate](#) + receipts for other incidentals related to travel, e.g. parking, tolls (gasoline is included in the per kilometer rate)
- Hotel Rates: Economy or discount rate
- Meal Guidelines: Original itemized receipts for meals must be submitted, and will be reimbursed in accordance with [treasury board rates](#).

4. **Mileage reimbursement limitations:** Based on the treasury board mileage rates, it is expensive to use a private vehicle for long distance travel to places like Toronto, Ottawa, or

Detroit. Carpooling or other alternative forms of transportation, such as car rental, or train fare, are often more economical and are encouraged whenever possible.

5. **Shared transportation and accommodation:** Graduate students are encouraged to share transportation and/or accommodations whenever feasible. The program will not reimburse for one person in a car.

6. **Original itemized receipts are required** for reimbursements of all forms of transportation, accommodation and meals, registration and course fees. Electronic receipts, such as those provided by airlines, are acceptable receipts. Where possible, please provide **boarding passes**. Credit card statements are not acceptable. **Please note that Alcohol will not be reimbursed.**

7. **Travel awards:** MClSc Pathologists' Assistant Graduate Students are encouraged to apply for travel awards, such as [SOGS - Society of Graduate Students](#), the [Dutkevich Travel Award](#) and the [Dr. Frederick Winnet Luney Graduate Research Award](#). Travel awards will be applied first to any travel expense claim, and any balance owing will be reimbursed in accordance with this travel policy.

8. **Presentation at meeting:** If an abstract is accepted for presentation at a meeting, a copy of the letter of acceptance and the abstract must be included with the travel claim.

9. **Value of awards:** The value of the awards can change without notice.