Department of Pathology and Laboratory Medicine
POSTGRADUATE MEDICAL TRAINEE TRAVEL REIMBURSEMENT POLICY

Postgraduate Medical Trainees 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 London Pathology Associates have made funds available for this purpose. This Policy governs release of these funds, as follows:

	Eligible Reasons for Travel Reimbursement	**Maximum Travel Fund Award**
A	Scientific meeting with presentation	$3,000.00 per year (PGY1 to PGY5 and fellows/trainees)
B	Scientific meeting without presentation	$1,000 per year (PGY1 to PGY5 and fellows/trainees)
C	Educational course*	$2,000.00 per year (PGY4 or PGY5 and fellows/trainees)
D	Pediatric Neuropathology Rotation	$3,000.00 (Toronto, ON) $4,000.00 (Vancouver, BC)

** in order to qualify for reimbursement course attendance must be pre-approved by the Program Director (residents) or Supervisor (fellows/trainees).*

1. Diagnostic and Molecular Pathology Residents, Neuropathology Residents, department-funded Clinical Fellows and AFC in Cytopathology trainees are eligible for reimbursement up to a maximum of $3,000.00 peryear.

   Neuropathology Residents will be eligible for reimbursement up to a maximum of $6,000.00 for PGY4 and PGY5 combined. Reimbursement will be allowed to occur at any time during PGY4 and PGY5 to accommodate the Pediatric Neuropathology Rotation.

2. The annual meeting of the Canadian Association of Pathologists held in June or July is regarded as occurring at the end of the relevant academic year, for purposes of reimbursement, whether it occurs in June or in July.

3. To be eligible for reimbursement, travel expenses must fall within Western University travel guidelines

   - Preparing to Travel: http://www.uwo.ca/finance/procurement/preparing_to_travel/index.html
   - 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: For meals incurred on University-related business, individuals now have a choice of claiming either meal allowances or actual meal costs supported by original itemized receipts, up to the maximum allowable Treasury Board Meal rates

- Conference Registration: Will be reimbursed
- Workshop registration, short courses: Will be reimbursed
- Schulich Policy on Alcohol and Cannabis: https://www.schulich.uwo.ca/finance/docs/alcohol_cannabis_policy.pdf

2. **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. Alternative forms of transportation, such as car rental, or train fare, are often more economical and are encouraged whenever possible.

3. **Shared transportation and accommodation**: Residents and fellows/trainees are encouraged to share transportation and/or accommodations whenever feasible.

4. **Original receipts are required** for reimbursement of all transportation, accommodation and meals, registration and course fees. Electronic receipts, such as those provided by airlines, are acceptable receipts. Where possible, please include **boarding passes**.

5. **Travel awards**: Residents and fellows/trainees are encouraged to apply for travel awards, such as Schulich School of Medicine & Dentistry PGE travel awards, and the Marvin S. Smout Resident 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.

6. **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.

7. **Affiliation**: Appropriate credit should be given in presentations and posters, e.g. "Dr. Resident, Department of Pathology and Laboratory Medicine, London Health Sciences Centre and Western University".

Travel Checklist

Purpose of Travel:

- Provide a brief description of the business purpose of travel
  - What type of event or activity was attended
  - When and where the event took place
  - Why the expenses were incurred as related to University business
- Attach a copy of the conference itinerary, course outline (educational courses), or a copy of your abstract (if presenting)

Supporting Documentation:

- Submit your original itemized receipts including proof of payment (if not indicated on itemized receipts) to your department reviewer
- Receipts that have been provided electronically are acceptable, as long as proof of payment is evident (ie. Invoice shows no remaining balance outstanding or is accompanied by the credit card slip)

Meals:

- Meals are not eligible for reimbursement if already included in the price of transportation, conference fee, accommodations etc.

- Actual meal costs (including taxes and gratuities) will be reimbursed up to the Treasury Board rates below, supported by original itemized receipts and proof of payment
  - Breakfast - $24.90
  - Lunch - $25.20
  - Dinner - $61.85
- Where original itemized receipts and proof of payment are not provided, meals may be reimbursed at the per diem rates below:
  - Breakfast - $15.00
  - Lunch - $20.00
  - Dinner - $30.00
- Under the Schulich School of Medicine and Dentistry guidelines, alcohol is not a reimbursable expense
  - Please have alcoholic beverages billed separately, or remove all alcohol from receipts prior to submitting for reimbursement
- Hospitality meals that are reasonable in nature and amount (considering the business purpose) will be reimbursed
  - The names and business relationship of all attendees must be documented on the Expense Report

Accommodations:

- Hotels/Commercial Lodging- Single occupancy, standard room accommodations will be reimbursed
  - Preferred hotels with negotiated discount rates are encouraged wherever possible and can be found at: http://www.uwo.ca/finance/procurement/preparing_to_travel/index.html
- Private/Gratuitous Accommodations- Will be reimbursed up to the Treasury Board rate of $50 per night, in lieu of hotel or other commercial lodging

Transportation:

- The most economical mode of transportation will be reimbursed (considering value for money)
  - Western negotiated, discount rates can be found at: https://www.uwo.ca/finance/procurement/preparing_to_travel/index.html
- Air Travel- lowest priced, most direct, economy airfare will be reimbursed (Premium Economy or Business Class airfare are only permitted with pre-authorized Dean's approval)
- Rail Travel- Reimbursed up to a maximum of Business class
- Rental Vehicles- Rental costs (including fuel) will be reimbursed for the days required for business travel
  - Please attach the rental vehicle agreement
- Personal Vehicle Travel- Reimbursed up to the kilometric rates dictated by the Treasury Board of Canada
  - Please attach a print-out of the online mapping tool (ie. Google Maps) indicating the distance travelled

Reviewed & Updated by DMP& NP Residency Program Committees –
May 31, 2017
May 29, 2018
July 1, 2018
February 2019
May 2020
September 25, 2024
September 22, 2026 – to include reference to AFC Trainees