

## Research Allowance

Students in the MD/PhD Program have access to a research allowance of up to \$1,000 per year, which can be used to purchase research tools such as computers and software, or travel to national and international scientific meetings. Any unspent research allowance amounts not claimed in a calendar year, are carried forward for use in subsequent years.

Students should notify the MD/PhD Program office before making any purchases or travel arrangements, to verify the amount available and to ensure the expense falls within policy guidelines.

To obtain reimbursement, students must submit original receipts to the program office and sign the completed Expense Reimbursement form. They will receive a cheque in the mail usually within a week of submission.

## Student Travel and Reimbursement Checklist

### Accommodation

- Original receipts, such as hotel bills, (credit cards slips are not valid receipts)
- If 3<sup>rd</sup> party booking (for example Expedia), copy of order confirmation showing credit card payment and travel dates and a copy of the hotel bill (if there are any additional charges)

### Transportation - Air/Train

- Original air travel ticket receipts and boarding passes, or a copy of the e-ticket showing proof of payment
- If proof of payment is not indicated on the e-ticket, a copy of the credit card statement must be included
- Seats must be booked at the lowest fare possible in Economy class
- Cancellation Insurance is eligible for reimbursement

### Meals

- Original receipts plus the credit card receipt (tip included)
- Should be of moderate consumption and price point (for example:

	<b>In Canada</b>	<b>USA or International</b>
Breakfast	\$11.00 CAD	\$15.00 CAD
Lunch	\$17.00 CAD	\$22.50 CAD
Dinner	\$27.00 CAD	\$37.50 CAD
Total Daily Allowance	\$55.00 CAD	\$75.00 CAD

- Alcohol is NOT eligible for reimbursement

**Conference Registration**

- A copy of the registration form showing proof of payment (receipt) or a copy of the credit card statement