

SUPPORT FOR FACULTY TRAVEL AND REGISTRATION TO CONFERENCES POLICY

Queen's Family Medicine (QFM) provides faculty with Educational Leadership Roles with additional funds to directly support their role related educational endeavours. This policy applies to all QFM Faculty with an Education Leadership Role including Matrix Directors, Site Directors, Enhanced Skills Program Directors etc. All Expenses must comply with the Queen's Travel and Expense Reimbursement policy: <https://www.queensu.ca/secretariat/policies/finance/travel-and-expense-reimbursement-policy>

Eligible Expense Examples

1. For one education role related conference or workshop annually:
 - a. Registration fees
 - b. Travel costs
 - c. Accommodation costs

Ineligible Expense Examples:

- Education related to their role as a medical expert.
- Expenses submitted without prior approval.
- Airline seat selection fees, excess baggage fees or travel agent fees
- Expenses to change or cancel transportation or accommodation reservations
- Interest charges on outstanding credit card balances.
- Loss or damage to personal possessions.
- Parking tickets & traffic fines

Process:

1. All requests for funding should ideally be received to the Program Director (PD) by March 1st for the coming fiscal year.
 - a. Requests should include approximate costs and how the program is role related.
 - b. Requests submitted later than March 1st will be considered but will be subject to other requests and budgeting.
2. The PD will either approve, decline, or partially approve the funding
 - a. For example, the PD may approve one day of a conference if the education role related activities are taking place on just one day.
3. While requests for approval must be submitted before the conference, ERS claims may only be submitted **after** the event. All claims must be submitted within 60 days of the last day of the conference. Claims submitted after this time may not be processed.
4. All claims must be submitted through ERS with receipts
5. A maximum of \$1500 reimbursement is typical, and requests may be declined, depending on budget considerations and other faculty applications.

Notes:

- All other funding options should be exhausted prior to requesting support.