

McMaster Surgical Associates
Education Travel Fund Terms of Reference
July 1, 2016 to June 30, 2017

1. Only members of the Surgical Associates will be eligible to apply for travel reimbursement.
2. The fund will support members of the Surgical Associates to attend education activities that will assist members in their role as surgical educators. This may include fees for courses, workshops, conferences or programs, **which are aimed at surgical education** (i.e. CUSEC, or as part of other learning activities such as Royal College mandated events for Postgrad). Portions of events where Education is a specific discussion item, will be considered.* **This fund is not for members' general continuing medical education activities.**
3. All submissions must be accompanied by an Education Travel Fund Application. Expenses not accompanied by a complete application will be dismissed.
4. **Original itemized receipts must be submitted for reimbursement.** According to McMaster University travel policies and procedures, all expenses paid online including, but not limited to, air travel, conference registration, car rental/reservation, hotel reservation, must be accompanied by a credit card or bank account statement. Statements may be printed from online banking.
5. MSA requires members to **submit all receipts within one month of travel.** Claims received after one month will not be reimbursed. If your submission is missing the required backup, you will be contacted via email. You will have 2 weeks from the date of contact to provide the missing information. After that point, your claim will be dismissed.
6. Applications and requests, including justification and benefit are to be submitted to the Department of Surgery, Financial Assistant. The application will outline the purpose and benefit of the course/program/workshop, the total cost and the amount requested from the Fund.
7. The maximum reimbursement will be eligible costs according to McMaster University travel policies and procedures, and may include **the cost of the course (if applicable) plus travel expenses, per trip to be provided** as follows:
 - a. Within Ontario \$1,500
 - b. Canada outside of Ontario \$2,500
 - c. Continental United States \$3,000
 - d. International (outside of continental USA) \$3,500
8. The maximum award per member will be \$5,000 CDN annually. Funds will be paid out after the education activity has been completed and the paperwork has been submitted.
9. Funds will be allocated on a first come first serve basis (July 1 – June 30)
10. Excess funds if remaining at the end of each year will be reallocated to the Education Merit payment.
11. In case of a dispute of the allocation process, appeals may be made to the Surgical Associate Executive. If resolution has not been achieved, the appeal will then follow the dispute resolution process under the HAHSO and Surgical Associates Agreements.

**McMaster Surgical Associates
Education Travel Fund Application
July 1, 2016 to June 30, 2017**

TO BE SUBMITTED WITHIN ONE MONTH OF TRAVEL ACCOMPANIED BY ALL ORIGINAL ITEMIZED RECEIPTS

For complete guidelines, please refer to the Education Travel Fund Terms of Reference

Applicant Name: _____

Tel #: _____ Fax # _____ email: _____

Title of Course/Programe: _____

Description and Benefits of Course: (please attach course information if available) _____

Site of Course: _____

Date of Course: _____

Questions: please contact Ann Kolkin (905) 521-2100 x47106; e-mail kolkina@mcmaster.ca; fax: 905-381-7090

*where required, an adjudication process may be followed through the office of the Associate Chair of Education.