

MD Undergraduate Program

Policy and Procedure

Title:	Travel Support for Medical Students	Number:	021
Approved By:	Undergraduate Medical Education Committee (UGMEC)		
Approval Date:	15 May 2023	Next Review:	01 May 2026
Effective Date:	01 June 2023		
Audience:	Faculty, Staff and Learners		
Purpose:	Describes categories of student travel that are funded by the MDUP and the procedures for funding approval and reimbursement.		
Related Policies and Procedures:	None		
Exclusions:	Travel impacted or necessitated by regional, provincial or national emergencies. Travel is generally expected for Family Practice rotations in MEDD 431 and is not covered by this policy.		
Calendar Statement:	None		
Contact:	Associate Dean, Student Affairs		

Preamble

All students in the MD Undergraduate Program (MDUP) are subject to travel costs related to the Program. These costs may be related directly to participation in the MDUP, or to extra-curricular events that foster student connectivity. This policy describes the activities that are financially supported by the MDUP and the procedures for obtaining funding and reimbursement. If financial support for travel is required due to a regional or provincial emergency, the Associate Dean, Student Affairs will consult with the Regional Associate Dean(s) at affected sites to determine what type of financial support can be offered. Use of any additional funds for extraordinary measures not in keeping with this policy will need approval by the Regional and Resource Advisory Council (RRAC), though this may need to be done retrospectively, depending on the nature of the emergency.

The Medical Undergraduate Society (MUS) also offers funding for travel for some activities. Students should contact MUS for more information about these funds.

Definitions

Interconnectivity Events	Interconnectivity events involve students engaging, virtually or in person, with students at different sites across the MDUP. Examples include Med Ball, Gala, Camp Make Friends, and meetings.
--------------------------	---

Policy

1. The MDUP will provide funding for student travel directly related to curricular and assessment activities, as follows:
 - 1.1. Travel and accommodation, if required, to sit: an examination, a supplemental examination, or an OSCE at a location other than a student’s home site. Exam location decisions will be made by the Director of Assessment in consultation with the Associate Dean, Student Affairs (see Schedule 1).
 - 1.2. Relocation expenses for Year 3 students moving to another site for their core clerkship e.g., Integrated Clinical Clerkship sites or the Kamloops rotational site (see Schedule 2).



MD Undergraduate Program

Policy and Procedure

- 1.3. Travel and accommodation for Year 3 students required to relocate for a portion of the year to distant clerkship sites, due to constraints at the home site (see Schedule 3).
2. The MDUP will consider funding (full or partial) for student travel for non-curricular activities, as follows (see Schedule 4):
 - 2.1. Travel to Vancouver as the starting point for out-of-province CaRMS interviews for IMP, NMP and SMP students, when attending in-person.
 - 2.2. Travel to Vancouver for the annual Hooding/Congregation ceremonies for IMP, NMP and SMP students, originating from their home sites.
 - 2.3. Travel for interconnectivity events at sites other than their home site. Funding will be adjudicated on an individual basis by the Associate Dean, Student Affairs on advice from the Student Affairs Financial Officer and the Assistant Deans, Student Affairs.
 - 2.4. Travel for MUS executive-related events not covered by the MUS budget. Funding amounts are at the discretion of the Associate and Assistant Deans, Student Affairs.
3. With respect to reimbursement:
 - 3.1. For relocation to another site for core clerkship, the host site will allocate funding to the student as per Schedule 2.
 - 3.2. For all other travel, funding will be in the form of a reimbursement of actual expenses, based on submitted receipts, up to the amount described in the appropriate schedule. This reimbursement will be issued by Student Affairs.
4. Expenses associated with events not specifically related to approved travel are the responsibility of the student.
5. Funding is not available for Flexible Enhanced Learning (FLEX) courses. Students are responsible for any travel suggested for these courses.

Procedure

1. Students relocating to another site for core clerkship will be allocated funding as per Schedule 2.
2. For all other travel:
 - 2.1. Students wishing to attend Interconnectivity Events must contact their site Student Affairs Coordinator to determine if the event meets the criteria for travel funding. Criteria include:
 - Events with an educational focus presented by UBC medical students
 - Events whereby UBC medical students convene to acknowledge individuals, donors or alumni who have contributed to their education or well-being
 - Medical student events in which distributed medical site students contribute as conference speakers or key participants
 - Faculty-sponsored social events
 - 2.2. Following the approved travel, students should submit a completed Travel Expenses form along with any other supporting documentation requested by their Student Affairs Coordinator.
 - 2.3. Reimbursements will be made via Electronic Funds Transfer and coordinated by Student Affairs. The requesting student's mailing and banking information must be up-to-date in the student service centre before submitting the request to minimize unnecessary delays.
 - 2.4. Students whose requests are not supported because they lack a strong interconnectivity component are encouraged to contact the MUS about their travel bursary program.



Review History

Action	Committee	Date	Status
Developed	Student Affairs	21 April 2016	Submitted
Reviewed	Policy Advisory Committee	3 May 2016	Endorsed
Reviewed	MD Undergraduate Education Committee	16 May 2016	Approved
Reviewed	Policy Advisory Subcommittee	16 September 2021	Endorsed
Reviewed	Legal Counsel	26 September 2021	Endorsed
Reviewed	Undergraduate Medical Education Committee	18 October 2021	Approved
Reviewed	Policy Advisory Subcommittee	16 December 2021	Reviewed
Reviewed	Policy Advisory Subcommittee	20 January 2022	Reviewed
Reviewed	Policy Advisory Subcommittee	17 February 2022	Endorsed
Reviewed	Undergraduate Medical Education Committee	11 April 2022	Approved
Reviewed	Policy Advisory Subcommittee	27 April 2023	Endorsed
Reviewed	Undergraduate Medical Education Committee	15 May 2023	Approved

MD Undergraduate Program

Policy and Procedure

Schedule 1: Maximum travel funding for required travel for Examinations

	IMP	SMP	NMP
Travel (\$)	150	400	450
Accommodations (\$)	150/night		

Schedule 2 – Relocation Funding for Core Clerkship

Students Going From	To	Relocation Funding Amount
IMP	Duncan	\$64
IMP	Chilliwack	\$273
IMP	Trail	\$845
IMP	SMP	\$594
IMP	Terrace	\$1,603
IMP	Fort St. John	\$1,464
IMP	Vernon	\$647
IMP	Kamloops	\$557
NMP	Duncan	\$989
NMP	Chilliwack	\$716
NMP	Trail	\$1,037
NMP	SMP	\$712
NMP	Terrace	\$604
NMP	Fort St. John	\$459
NMP	Vernon	\$666
NMP	Kamloops	\$547
SMP	Duncan	\$577
SMP	Chilliwack	\$304
SMP	Trail	\$330
SMP	Terrace	\$1,309
SMP	Fort St. John	\$1,170
SMP	Vernon	\$54
SMP	Kamloops	\$175
SMP-Vernon	Revelstoke	\$253
VFMP	Duncan	\$230
VFMP	Chilliwack	\$107
VFMP	Trail	\$659
VFMP	SMP	\$409
VFMP	Terrace	\$1,419
VFMP	Fort St. John	\$1,279
VFMP	Vernon	\$462
VFMP	Kamloops	\$371



MD Undergraduate Program

Policy and Procedure

Schedule 3: Reimbursement guidelines for travel to distant clerkship sites due to capacity constraints

1. Mileage for the round-trip distance between the home site and the clerkship site if it is more than 50kms is reimbursed at \$0.68/km as per UBC policy #83
2. One round trip travel by bus will be reimbursed up to \$160.00
3. One round trip travel by ferry with a student’s own vehicle is reimbursable up to \$400.00
4. Where travel by road or ferry will take more than 3 hours each way, students have the option of plane travel in accordance to UBC policy (i.e. Not to exceed the economy rate of \$500.00)
5. One round trip taxi travel will be reimbursed from the local airport
6. Housing accommodations at the clerkship site are reimbursable up to \$150.00 per night in a commercial establishment
7. Amounts may need to be reassessed based on seasonal/local circumstances in consultation with the Associate Dean Student Affairs or Site Regional Associate Dean.

Schedule 4: Maximum Travel funding for Non-Curricular Activities

	IMP	SMP	NMP
Travel amount (\$)	150	400	450