



McGill

Programme de chirurgie colorectale
Colon & Rectal Surgery Residency Program

Travel and Conference Funding Policy

The Division of Colon and Rectal Surgery encourages and supports research performed by its members. Through the Division of Colon and Rectal Surgery Academic Fund, to which all surgeons in the division contribute, we can support some travel expenses for our residents. The priority is to support travel for individuals presenting their research. Depending on demand, some funding may also be available for those wishing to learn new skills by attending a course or meeting substantially related to Colon and Rectal Surgery.

A maximum of \$1600 reimbursement is allotted per meeting per resident.

Application for support must be made in advance by filling out the form “Application for Travel Funding”. This form may also be requested by email from Jessica McCaffrey at colorectal.surgery@mcgill.ca Support for a duplicate presentation is not available. Residents are required to submit a draft of their manuscript with their reimbursement request.

Travel support includes:

- Discount economy round-trip airfare. For any higher level airfare (e.g. Air Canada latitude fare), the applicant will be responsible for the difference between lowest airfare and the higher level, so please book well in advance.
- Transport between airport and hotel at destination
- Hotel cost during meeting dates. This will be up to the rate at the headquarters hotel for the meeting. Any additional time the applicant stays at the destination will not be reimbursed.
- Registration fees for the meeting and approved postgraduate courses
- A per diem of up to \$50/day toward meals and expenses (receipts required)

Please note: Expenses for alcoholic beverages and entertainment will not be reimbursed.

To obtain reimbursement, please provide the following for Jessica McCaffrey within 30 days of completion of travel:

- Itemized summary of expenses
- Original receipts for all expenses
- Draft of manuscript related to presentation

For airfare, the e-ticket receipt (or back page original receipt for paper ticket), and original or photocopy of the boarding passes.

Please send request for reimbursement to:

Jessica McCaffrey colorectal.surgery@mcgill.ca

Montreal General Hospital, 1650 Cedar Avenue, Room L9-420, Montreal, Quebec H3G 1A4