



Policy: Travel Policy for Faculty & Administrators (Campus Outaouais)

Approved By: MDCM Program Committee

Approved On: October 7, 2024

Next Planned Update: this policy will be revised annually based on requests to respect budget restrictions.

Purpose: General policy on reimbursement of travel expenses related to teaching and administrative role for faculty and administrators for Campus Outaouais.

Preamble

The MDCM Program aims to deliver a high-quality education and is invested in providing the best educational experiences for students on both the Montreal and Outaouais campuses. As we encourage collaboration and mutual learning opportunities, there will be occasions when faculty or administrators will be required to travel to their sister campus. It is the UGME's objective to provide fair compensation while respecting McGill University's [Travel and Other Expenses Policy](#) and the following criteria in order to ensure a fair utilization of UGME funds.

Policy

1. Travel expenses between Campus Outaouais and Montreal are subject to approval by the Campus Outaouais–Comité des opérations du décanat associé (CO-CODA). The [request form](#) must be submitted at least two months prior to the planned travel date to the Associate Director, Operations, Campus Outaouais.
2. Travel expenses will be covered in the following circumstances:
 - a. Mandatory training activity for a new Faculty or staff that is only available on one campus.
 - b. In-person teaching activity where a specialized teacher is available on only one campus and the learning activity must occur in person at the other campus. If the learning activity can be offered remotely, it will be given remotely, and the teacher will not be reimbursed for their travel expense.
 - c. In-person teaching activity where a specialized teacher is coming from a rural teaching site between 75 and 150 kms from the campus and the learning activity must occur in person for Campus Outaouais only.
 - d. Mandatory presence or invitation at a ceremony or joint activity between campuses, e.g., MDCM Program Orientation, White Coat Ceremony, Graduation, MDCM Program or Accreditation Retreat.



- e. Other selected activities as requested by the Doyenne Associée, Campus Outaouais or Associate Director, Operations, Campus Outaouais.
3. Other expenses:
 - a. A per diem for meals will be paid if applicable according to scheduling.
 - b. Accommodation compensation is considered only when presence is required for more than one day.
 - c. No time compensation is provided.
4. Additional considerations:
 - a. If a bus is officially provided by the faculty, there will be no other transportation means reimbursed for the same event.
5. Special circumstances where travel expenses will not be reimbursed:
 - a. An academic holding a UGME stipend position will not be reimbursed for travel expenses to participate in a meeting held locally or remotely, e.g., a component director or course director attending a component subcommittee meeting.
 - b. An academic holding a UGME stipend position at Campus Outaouais who does not live close to Campus Outaouais will not be reimbursed for work related to their position at Campus Outaouais.
6. Travel expenses will only be reimbursed through submission of an expense report. The expense report must be completed in Minerva within 30 days of the travel activity. A PDF copy of the expense report along with copies of receipts and proof of payment must be submitted to aec14-finance.med@mcgill.ca.