

## STUDY GRANT AWARD FAMILY MEDICINE RESIDENTS – YEAR II

The Saskatchewan College of Family Physicians will provide a Study Grant Award to two (2) Family Medicine Residents – Year II, to attend the virtual Family Medicine Conference (2021 FMC), as well as the College of Family Physicians of Canada (CFPC)'s, virtual Family Medicine Forum (FMF 2021). The 2021 FMC will be held virtually on September 17<sup>th</sup> & 18<sup>th</sup>, 2021, and the 2021 FMF will be held virtually on November 10<sup>th</sup> – 13<sup>th</sup>, 2021. The Awards are for registration for both conferences and recipients are chosen by random draw.

The FMF Program and registration is available on the website: <http://fmf.cfpc.ca/>.

### Eligibility:

- 1) Availability to attend.
- 2) Year II Family Medicine Resident.
- 3) A follow-up report to be presented to other residents on an academic half day following the Forum.
- 4) A brief paper on what you learned to be presented to the SFCF and published in the SFCF newsletter.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Program: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Program Director's Signature: \_\_\_\_\_

**Please fax or email your application to the Saskatchewan Chapter Office by  
September 3<sup>rd</sup>, 2021.**

Email: [scfp@sk-cfp.ca](mailto:scfp@sk-cfp.ca) | Tel: (306) 665-7714 | Fax: (306) 665-0047  
Chapter Administrator: Colette Duffee

Successful Award Recipients will be notified by September 15<sup>th</sup>, 2021.

## **Reimbursement Guidelines**

### **Principles:**

1. **Accountability** – The College is accountable for members' funds used to reimburse travel, meal, and hospitality expenses. All expenses must support business objectives.
2. **Transparency** – The College is transparent to all stakeholders. The rules for incurring and reimbursing travel, meal, and hospitality expenses are clear, easily understood, and available to all representatives.
3. **Value for Money** – Member funds are used prudently and responsibly. Plans for travel, meals, accommodation, and hospitality are necessary and economical with due regard for health and safety.
4. **Fairness** – Legitimate authorized expenses incurred for College business are reimbursed.

### **Reporting of Expenses:**

1. Expenses must be submitted on an official SCFP expense form.
2. The form must include the claimant's name, position, meeting or conference name, dates of travel or function, along with the purpose (if applicable) and addresses of places visited.
3. Original itemized receipts are required for all expenses claimed for reimbursement.  
**Credit card charge slips without itemized receipts are not acceptable.**

### **Eligible Expenses:**

1. Meals – You may submit receipts for meals not provided as part of the event for reimbursement up to: \$25.00 for breakfast; \$35.00 lunch; \$55.00 – supper. These prices are inclusive of tip and gratuities. **Alcohol will not be reimbursed.**
2. Transportation Costs – including airfare, mileage, taxi, bus and train expenses will be reimbursed upon presentation of itemized receipts. Best judgement is expected upon choosing a practical and suitable flight option, and transportation costs will not be reimbursed outside of the times and days of the venue for personal exploration.

### **Items ineligible for reimbursement:**

1. Alcohol expenses.
2. Hotel moves.
3. Valet services.
4. Personal items such as: chocolate, gum, books and periodicals, toiletry items, dry-cleaning, etc.
5. Personal travel/vacations should not be combined with College business travel.
6. The SCFP will not be responsible for any costs related to traffic violations, parking offences, or claims for damage as a result of a collision or vandalism while travelling for College business purposes.