

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

1. Only members of the Surgical Associates will be eligible to apply and receive funds.
2. To receive funds the surgeon must be presenting a poster or paper or equivalent at a peer-reviewed conference. Only one member is eligible per poster or paper. If a learner presents the poster the most senior author is still eligible for reimbursement as long as he or she is in attendance at the conference.
3. All submissions must be accompanied by a Research 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. The maximum reimbursement will be
 - a. Within Ontario \$1,000
 - b. Canada, outside of Ontario \$2,000
 - c. Continental United States \$2,500
 - d. International (outside of continental USA) \$3,000
7. Applications and travel requests are to be submitted to the Finance Assistant in the Department of Surgery. The application will outline the purpose and benefit of the trip, the total cost and amount requested from the Fund. A copy of the abstract of the paper or poster and acceptance letter must be provided.
8. Maximum award will be two per person per year (July 1 – June 30).
9. Money will be allocated on a first come first serve basis.
10. Excess funds if remaining at the end of each year will be reallocated to the Research 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
Research 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 Research Travel Fund Terms of Reference

Applicant Name: _____

Tel #: _____ Fax # _____

Scientific Peer-Reviewed Poster Presentation

Scientific Peer-Reviewed Paper Presentation

Other – please provide explanation below

Title of Poster/Paper: _____

Title of Conference: _____

Site of Conference: _____

Date of Conference: _____

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