

TRAVEL POLICY FOR CLINICIAN INVESTIGATOR PROGRAM TRAINEES

The Clinician Investigator Program provides funds for its trainees to attend conferences/meetings where they are presenting a paper, poster or abstract and the cost of a Leadership course. Such funding must be monitored as to not exceed allowable amounts.

PRINCIPLES

1. Travel assistance **must be preauthorized by the CIP Program Director.**
2. The Program Director will confirm that the conference/meeting is of academic merit and that the Leadership course meets program expectations.
3. The maximum allowable amount for conference funding shall be **\$2,000 /year for a period of two years for a Master's and four years for a PhD.** Any unused amounts may not carry forward. Please note that conference funding is restricted to 1 conference per original abstract.
4. The maximum allowable amount for a leadership course shall be \$750 during time as a registered CIP trainee.
5. Any additional departmental support will be treated separately between the CIP trainee and their clinical program.
6. Trainees who have secured external funding are expected to use these funds to cover their travel expenses.
7. Allowable expenses include registration, travel, accommodation, meal expenses and poster printing costs in **compliance with [Queen's Travel and Expense Reimbursement Policy](#).**

PROCESS

1. **Deadline** - The Travel Funding request form must be submitted and approved prior to the meeting/conference/course registration. Please submit your completed form to the CIP Program Coordinator.
Note: we would ask that you apply to your graduate program/graduate studies/clinical program/supervisor for travel funding before submitting your request and disclose any funding secured on the Travel Funding request form.
2. **Attachments** to include with completed Travel Funding request form should include:
 - Copy of abstract
 - Proof of presentation acceptance
3. **Reimbursement** - consideration for reimbursement for expenses requires:
 - Submission of expenses within 30 days of the meeting/conference/ leadership course
 - Conference/Meeting/Leadership course registration
 - The course/conference itinerary or syllabus
 - Proof of Leadership course completion
 - Proof of conference attendance (i.e. nametag, certificate of attendance)
 - Original itemized receipts, not credit card or debit card slips:
 - Airline paper boarding passes/train ticket stubs/taxi/car rental receipts and gas receipts
 - If using personal vehicle, please confirm total # of km using Google Maps (<https://www.google.ca/maps>)
 - Air travel invoice detailing separate HST – must be calculated
 - Hotel invoice (if sharing, costs are shared equally)
 - Receipt for poster printing costs
 - Receipts for meal expenses (*paid on per diem basis in line with Queen's policy above*)