



Expense Reimbursement Form

Original Itemized and Transaction Receipts ONLY – no photocopies
(Debit/credit card statements are accepted)

Please submit form and receipts no later than 30 days after the receipt/purchase date

Cheques are to be cashed within 6 months of issue date, stale-dated cheques will not be re-issued

Date of Event: _____ Reimbursee Name: _____

Phone Number: _____ Email Address: _____

Name of Club (indicate MAM where applicable): _____

Circle funding pool(s):	MedSoc	Medical Alumni Association	Office of Advancement Alumni Fund	Toronto Notes
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Amount Requested: \$ _____

E-transfer/cheque Payable to: _____

Preferred Location for Cheque Pickup: St. George Mississauga (MAM)

Name of Event: _____

Purpose (detail what each expense is for): _____

Speaker and Participant Gifts: please provide recipient name(s): _____

**Due to Covid-19, in person events or gatherings are prohibited. Please write or type the following below
“This reimbursement is not for an in-person event” and initial beside it.**

*Ensure that all Medical Society By-laws are being adhered to (<http://shorturl.at/eoqDG>). For further instructions on how to submit a reimbursement form and receipts during the COVID pandemic, you can read more about the online reimbursement system in the following document: <http://shorturl.at/fsCXZ>

Authorizing Signature: **Must be original signature. Digital/electronic is acceptable:**

Print Name & Position: _____

Medical Society Office Use Only

Date Approved: _____ Approved By: _____

Filed Under: _____ Charged to Account #: _____

Date Cheque Issued: _____ Cheque Number: _____



By-Laws

Expenses covered include the following:

1. Internal clubs may claim a maximum of up to \$250 for food costs for the ENTIRE YEAR. Food may be provided for one-time learning events (assessed based on individual event) at the following rates (all organizations subject to these restrictions):
 - a. St. George
 - i. Breakfast: maximum reimbursement of \$2 per person per meal
 - ii. Lunch/Dinner: maximum reimbursement of \$4 per person per meal
 - b. UTM
 - i. Breakfast: maximum reimbursement of \$4 per person per meal
 - ii. Lunch/Dinner: maximum reimbursement of \$6 per person per meal
2. Funding for speaker gifts may be provided for one-time learning events or if the speaker has participated in multi-session seminars with a maximum reimbursement based on the following:
 - a. \$15 per speaker
 - b. Reasonable transportation costs
3. **Policy only for 2021-2022:** Participant gifts to encourage engagement during events is limited to maximum \$250 for the entire academic year per club. Furthermore, for each event, **a maximum of \$10/gift card** can be given to a maximum of 10% of attendees (ie. one giftcard for each eligible attendee). The selection for who receives a gift card should remain unbiased (e.g. lottery or winner of a contest, etc).
4. The Medical Society may provide, at its discretion, “start-up” funding or fund conference expenses if it can be shown that costs cannot be covered by fundraising, external sponsorships and/or reasonable conference fees.
5. Sports where students play on a team to represent the Faculty of Medicine may be partially funded (e.g. intramurals).
6. Expenses not covered include the following:
 - a. Food for regular club meetings or club staff.
 - b. ‘Miscellaneous costs’ for any clubs or events.
 - c. Water bottles for any events held on campus.
 - d. Clubs/events for which costs can foreseeably be covered by funding from external sources (e.g. corporate sponsors, national/international groups, departments within the Faculty of Medicine, revenue from the event itself, etc.).
 - e. Third Party Charitable Clubs/Events may apply to the Medical Society for funding of operational costs, as would any other student group. At the end of the year, Third Party Charitable Clubs/Events will repay to the Medical Society all profits above and beyond 80% of the collected revenue to a maximum of the original amount provided by the Medical Society.
 - f. Events which are already being conducted by another organization.
 - g. Recreational sports where cost without subsidization is not prohibitive for participation (exception: intramurals).
 - h. Alcohol.

Expenses in violation of these bylaws will not be reimbursed.

Clubs that demonstrate a consistent failure to include students at MAM in their programming (videoconferencing or hosting parallel events) may be subject to funding consequences and in some cases compromise their club's MedSoc status).