



Room 2260 – Medical Sciences Building
1 King's College Circle, Toronto ON M5S 1A8
Email: medical.society@utoronto.ca

MedSoc Expense Reimbursement Form

Please attach original, scanned itemized receipts and transaction receipts to this PDF – no photocopies

Multiple receipts for same club can be submitted on one form

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

Ensure that all Medical Society By-laws are being adhered to (see following page)

Date of Event: _____	Reimbursee Name: _____
Phone Number: _____	Email Address: _____
Name of Club/Portfolio (indicate MAM where applicable): _____	
Amount Requested: \$_____	
E-transfer address: _____	
Name of Event: _____	
Purpose (detail what each expense is for): _____ _____ _____ _____	
Speaker/Volunteer/Facilitator Gifts: please provide recipient name(s) (if applicable): _____ _____	
For transparency purposes, lead/director/president of club/portfolio must sign below: Authorizing Signature (club lead): _____ Date: _____ Print Name: _____	

By-Laws

Expenses covered include the following:

1. Internal clubs (this does not apply to Community Affairs 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:
 - 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, including volunteer facilitators, tutors, etc. 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, volunteer facilitator, tutors, etc.
3. 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.
4. Sports where students play on a team to represent the Faculty of Medicine may be partially funded (e.g. intramurals).
5. 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. Events which are already being conducted by another organization.
 - f. Recreational sports where cost without subsidization is not prohibitive for participation (exception: intramurals).
 - g. Alcohol.
 - h. Team socials, where the event is exclusive to members of the executive team.
 - i. Transportation to and from events/initiatives for club members. Exceptions may be granted at the discretion of the VP Finance in cases where cost without subsidization is prohibitive for participation. These will be reviewed on a case-by-case basis and club/portfolio members must gain approval from the VP Finance prior to spending funds.
 - j. Lost receipts.

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.