

**EDUCATION TRUST FUND 2012/13 GUIDELINES
HAMILTON REGIONAL LABORATORY MEDICINE PROGRAM
PROFESSIONAL STAFF**

The Educational Trust Fund allotment from the Hamilton Regional Laboratory Medicine Program for its professional staff is administered by the Department of Pathology and Molecular Medicine in a university account number.

Allocation - May 1, 2012 to April 30 2013 allocation is \$6,186.00. (Please note that in some cases you will receive a prorated amount depending on your start date and terms and conditions of your appointment with the Program.)

Reimbursement requests must be completed in accordance with the McMaster University Policy's Reimbursement Format and sent to Stephanie Cherwinski: MUMC-2N15, Ext. 76576, cherwins@mcmaster.ca. If you have any questions regarding your claim please contact Stephanie.

CLAIMING EXPENSES

- **McMaster University Policy and Procedures - Reimbursements to Individuals For University Business**
Revised – October 1, 2012

Policy - http://www.mcmaster.ca/bms/policy/accounts_payable/ap01-rem_univ_bus.pdf

Procedure - http://www.mcmaster.ca/bms/policy/accounts_payable/finaffairs_guide.pdf

- Original receipts or other proof of payment are required for the reimbursement of eligible expenses.
- **Your account must be in good standing at year end. A balance to a maximum of \$3,000 can be carried forward to the next budget year. Funds may not be advanced from the next fiscal year.**
- Claims must be received by *April 15th each year in order to be considered before the April 30th year end cutoff.

Eligible Expenses:

- Society Memberships (eg. OMA/CMA dues), **except** for social and personal membership
- Manuscripts, subscriptions or professional and/or learned journals and other similar professional publications and publication expenses
- Miscellaneous expenses, i.e. computer and related supplies used for professional/educational development, general supplies, books that the member wishes to keep in his/her office for personal reference. Equipment purchased with funds administered by the University is deemed University property. This applies to computer and electronic equipment.
- Expenses to attend conferences, workshops, clinical/research visits: for example, transportation (airfare, mileage, rail, bus), registrations, itemized meal receipts and accommodation in accordance with the McMaster University Travel Policy. Note: the submission of itemized meal receipts has replaced meal per diems in lieu of actual meal costs when charged to Educational Trust Fund accounts.

Ineligible Expenses:

- Christmas parties
- Personal service expenses and personal gifts
- Parking permits
- Overdue interest charges
- Mobile/cell phone usage

Ineligible Travel Expenses

- Any expenses related to accompanying travel companions
- Interest charges levied on overdue invoices or credit card statements
- Claiming meals when they are included in another reimbursable item (e.g. conference fee or accommodation)
- Child or Pet care expenses
- Non-business or personal related expenses
- Parking and other traffic fines
- Personal travel insurance
- Insurance coverage for privately owned vehicles
- Expenses for the repairs of privately owned vehicles
- Expenses related to damages to uninsured rental cars and privately owned vehicles
- Unnecessary stopovers
- Lost or stolen items

Type of Expense	Method of Payment	Reimbursement Format
Goods and services less than \$2,500	Invoices paid directly to a supplier, eg, Societies (membership payments), computer suppliers, etc.	Electronic Cheque Requisition
Reimbursements to Faculty, for goods and services	Cash or credit card - with original receipts	Electronic Payment Request Form
Employee Travel, Business Meal and Department Event	- Cash or Credit Card – with original receipts - Preferred Travel Agency* (direct billing using 10-digit Educational Trust Fund account number) *BCD Travel Agent - http://www.mcmaster.ca/bms/pdf/preferred_travel_bcd.pdf	Electronic Payment Request Form

Other:

CMPA Fees – Paid through central fund designated for that purpose and administered by the Chief of Laboratory Medicine’s office.

Revised: October 1, 2012