

## Guidelines for claims to the resident education fund

This fund was created on behalf of the Family Medicine residents who contribute to undergraduate medical education teaching. A stipend is offered in recognition for the resident's time and effort invested towards the educational mission of the Faculty of Medicine.

The funds are transferred to the Department and the guidelines for those residents who have participated in the undergraduate medical education activities are as follows:

- 1) Exam fees, elective expenses, etc. can be claimed up to 50% of the total contribution to the fund by the resident
- 2) Medical textbooks and journal subscriptions (100% can be claimed)
- 3) Medical software (100% can be claimed)
- 4) Courses, Workshops etc (100% can be claimed)
- 5) Computer, PDA or other medical equipment (100% can be claimed)

\* Receipts must be dated after the teaching has been completed.

Original receipts are required for all expenses. Funds are to be spent before completion of your residency.

For transportation, the airline/train/bus ticket serves as the original receipt and should show the method of payment and the amount paid. If your airline ticket is an E-ticket, submit the Boarding Passes and receipt showing the method of payment and the amount paid.

The hotel receipt should show a balance of zero or the method of payment.

**Rev. November 3, 2008**