

CANADIAN FEDERATION OF MEDICAL STUDENTS (CFMS)

CFMS Travel Policy



APPROVED BY THE CFMS BOARD OF DIRECTORS ON JULY 26, 2025

Last Updated: July 26, 2025 by CFMS President (Bryce Bogie)

Definitions

1. In this document, unless the context otherwise requires:
 - 1.1. “Authorizer” means the CFMS Vice-President (VP) Finance or CFMS President in their roles as Signing Officers of the organization.
 - 1.2. “Board” means the whole CFMS Board of Directors as defined by the CFMS By-laws.
 - 1.3. “CFMS General Assembly” refers to the collective group of voting members at any given CFMS general meeting.
 - 1.4. “Finance, Audit, and Human Resources Committee” refers to the collective group of CFMS members comprising such committee as outlined in the CFMS Finance, Audit, and Human Resources (FAHR) Committee Terms of Reference, hereafter referred to as the “FAHR Committee.”
 - 1.5. “Policy” means the CFMS Travel Policy.
 - 1.6. “Official Business” means any reason for an individual to travel in order to fulfill their duties within their portfolio or assignment, including internal and external meetings.
 - 1.7. “Approved Traveler” is comprised of two components:
 - 1.7.1. “Approved” meaning the following procedure has been followed:
 - 1.7.1.1. Travel has been sanctioned in writing or by electronic email by an Authorizer prior to making any expenditures; or
 - 1.7.1.2. In the event that the travel is specifically outlined and approved within the existing CFMS Budget, the travel shall be automatically considered approved without further written confirmation, unless explicitly communicated otherwise by an Authorizer, or their designate, in advance of the anticipated travel.
 - 1.7.2. “Traveler” meaning any individual, travelling on Official Business of the CFMS, including, but not limited to:
 - 1.7.2.1. Members of the CFMS Board of Directors;
 - 1.7.2.2. Employees or Contractors;
 - 1.7.2.3. National Officers;
 - 1.7.2.4. Representatives or Delegates to Affiliated Organizations and Committees, and Member Schools;
 - 1.7.2.5. CFMS members subsidized by the CFMS.

Purpose

2. The Travel Policy:
 - 2.1. Outlines specific travel expenses eligible for reimbursement;
 - 2.2. Outlines the expectations and responsibilities for Approved Travelers; and
 - 2.3. Standardizes expense reimbursement procedures for Approved Travelers; and
 - 2.4. Outlines the expense reimbursement timeline expected from CFMS.

Policy Statement

3. Statutory Statement

- 3.1. This Policy applies to all Approved Travelers and DOES **NOT** apply to members travelling to CFMS meetings on behalf of their medical society or school.
- 3.2. CFMS Board Members and selected officials (e.g., sponsored National Officers) are expected to attend in-person meetings in their entirety. Most often, this means arriving to meetings on Thursday and attending meetings on Friday and Saturday unless otherwise agreed on by the CFMS Board.
 - 3.2.1. IF unable to attend meetings in their entirety, Board members and officials are strongly encouraged to attend meetings virtually.
 - 3.2.2. Last minute travel plan changes or cancellations will NOT be reimbursed unless due to extenuating circumstances, at the discretion of the CFMS Executive Team.
- 3.3. In the event that the Approved Traveler is also eligible for reimbursement from a third-party, the Approved Traveler is expected, to a reasonable extent, to first utilize the third-party reimbursement process and file for reimbursement from the CFMS for any remaining expenses.
 - 3.3.1. Any expenses previously reimbursed by any other party are not eligible for reimbursement from the CFMS.

4. Intercity Transportation

- 4.1. Approved Travelers are expected to utilize the **least expensive means of travel** as is reasonable to efficiently travel to their final destination within the following fare guidelines:
 - 4.1.1. Air Travel – **limited to** economy basic - standard, or equivalent. Flights purchased using point programs will NOT be reimbursed.
 - 4.1.2. Train Travel – **limited to** economy basic - standard, or equivalent.
 - 4.1.3. Bus/Ferry Travel – **limited to** economy basic - standard, or equivalent.
 - 4.1.4. Personal Automobile Travel – mileage will be reimbursed at a rate of \$0.40 per kilometer (\$0.40/km), with NO additional reimbursement for gas expenses.
 - 4.1.4.1. The amount reimbursed for Personal Automobile Travel is not to exceed the cost of air travel as outlined in Clause 4.1.1.
- 4.2. Rental car expenses will be reimbursed only if deemed the most economic and efficient method of transportation, at the discretion of CFMS Authorizers (President or VP Finance) required in advance of rental car reservation. The CFMS will NOT be responsible for loss, damage, or liability for vehicle rental by Approved Travelers.
 - 4.2.1. Use of a rental car excludes Approved Traveler from claiming the “Personal Automobile Travel” mileage rate; gas expenses may be eligible for reimbursement.
- 4.3. Baggage fee reimbursement may apply for: will be reimbursed as follows:
 - 4.3.1. Any expenses for cabin carry-on baggage fees.
 - 4.3.2. Any expenses for checked baggage fees for travel less than five (5) days **ONLY IF** the Approved Traveler is transporting material on behalf of the CFMS (e.g. projectors, boxes, banners etc.).
 - 4.3.3. Any expenses for checked baggage fees for travel greater than or equal to five (5) days will be reimbursed.
- 4.4. No cancellation fees resulting from failure to cancel rental/transportation arrangements will be reimbursed unless explicitly approved by CFMS Authorizers.

- 4.5. No travel expenses for any companions of CFMS Board Members or Staff will be reimbursed unless explicitly approved by CFMS Authorizers.
- 4.6. Any exceptions to this policy will be reviewed on a case-by-case basis by the CFMS Executive Team.

5. Intracity Transportation

- 5.1. Approved Travelers are expected to utilize the least expensive means of travel to efficiently transport them, and their colleagues, to and from meeting locations within the following guidelines:
 - 5.1.1. Shuttle, Taxi, or Rideshare (e.g. Uber, Lyft) Travel
 - 5.1.1.1. The least expensive means of travel for airport to city-centre and/or accommodations to meetings (or vice-versa) travel is automatically approved
 - 5.1.1.2. Approved Travelers must ensure a maximum number of passengers when traveling by Taxi or Rideshare.
 - 5.1.2. Personal Automobile Travel – mileage will be reimbursed at a rate of \$0.40 per kilometer (\$0.40/km), with no additional reimbursement for gas expenses.
 - 5.1.2.1. The amount reimbursed for Personal Automobile Travel is not to exceed the cost of air travel as outlined in Clause 4.1.1.
 - 5.1.2.2. Expenditures for reasonable parking costs may be reimbursed if the amount does not exceed the cost of a taxi.
 - 5.1.2.3. Rental car expenses will be reimbursed only if deemed the most economical and efficient method of transportation, and at the discretion of CFMS Authorizers (President or VP Finance) required in advance of rental car reservation. the VP Finance in advance of the reservation. The CFMS will NOT be responsible for loss, damage, or liability for vehicle rental by Approved Travelers.
- 5.2. Use of a rental cars excludes the Approved Traveler from claiming the “Personal Automobile Travel” mileage rate; however, gas expenses maywill be eligible for reimbursement..
- 5.3. No cancellation fees resulting from failure to cancel rental/transportation arrangements will be reimbursed unless explicitly approved by CFMS Authorizers.

6. Accommodations

- 6.1. If accommodations have been planned by the CFMS or a third-party, Approved Travelers are generally expected to utilize these accommodations.
- 6.2. Approved Travelers are expected to take every means to minimize costs incurred for accommodations, including measures such as room-sharing, finding less expensive rates at hotels, and billeting when appropriate.
 - 6.2.1. Notwithstanding Clause 6.2, Approved Travelers for specific meetings are permitted to stay at the hotel accommodating most attendees of the meeting.
 - 6.2.2. Accommodations booked by the CFMS are generally booked at a double occupancy rate, at the discretion of CFMS Authorizers.. If an Approved Traveler otherwise requests a single occupancy accommodation, they will be responsible for covering any additional expenses that may apply.
 - 6.2.3. In the event an Approved Traveler has arranged their own billet or private accommodation in spite of Clause 6.1, the Approved Traveler shall notify the CFMS as

soon as these arrangements are made and no less than sixty (60) days prior to travel if the CFMS has arranged accommodation.

- 6.2.3.1. If private accommodation has been appropriately arranged as per Clause 6.2.3, the Approved Traveller shall be reimbursed at a rate of \$40.00 per night.
- 6.3. No cancellation fees resulting from failure to cancel rental/transportation arrangements will be reimbursed unless explicitly approved by CFMS Authorizers.
- 6.4. Child/dependent care may be reimbursed if approved in advance by the VP Finance.

7. **Meals and Incidentals**

- 7.1. Approved Travelers are expected to take every means to minimize costs incurred for meals and incidentals.
- 7.2. Meals otherwise provided for by the CFMS or by a third-party will NOT be reimbursed.
- 7.3. Meals for Approved Travelers will be reimbursed based on a **DAILY MAXIMUM LIMIT** of \$85 per person, per day, with an additional \$10 allowed for incidentals.
 - 7.3.1. Only meal expenses incurred during CFMS conference days (Fri/Sat) and/or travel days (Th/Sun) will be reimbursed at the discretion of CFMS Authorizers and Staff. Approved travelers are strongly encouraged to keep all meal expenses BELOW budget.
 - 7.3.2. Should CFMS be providing meals, the daily maximum limit of \$85 will be adjusted as follows: -\$15 for breakfast, -\$25 for lunch, and -\$35 for dinner.
 - 7.3.3. Any meal gratuities must be limited to a reasonable amount, not exceeding 18%.
 - 7.3.4. Alcoholic beverages will NOT be reimbursed unless organized as part of a larger social function approved in advance by a CFMS Authorizer. In the setting of a larger social function, only ONE alcoholic beverage may be reimbursed per person.
 - 7.3.5. ITEMIZED RECEIPTS must be kept for all meal and incidental expenses incurred. NO REIMBURSEMENTS will be processed in the absence of itemized receipts.

8. **Business Supplies and Computer Use**

- 8.1. Conference and seminar registration fees, including fees for required conference activities, will be reimbursed.
- 8.2. Optional conference activities will NOT be reimbursed unless approved by an Authorizer.
- 8.3. Approved Travelers are expected to arrange photocopies in advance of travel through the CFMS Office (if available) or using least expensive methods in the individual's home.
 - 8.3.1. Approved Travelers will otherwise be reimbursed for reasonable and necessary office expenses while traveling as deemed appropriate by CFMS Authorizers.
- 8.4. Internet connection rentals including while travelling on a flight will NOT be reimbursed.

9. **Hospitality**

- 9.1. Hospitality may be extended to third-parties by a CFMS Authorizer for the purposes of business meetings as explicitly budgeted in the CFMS Budget. All other hospitality expenses must be approved in advance by the CFMS VP Finance.
- 9.2. Alcoholic beverages will NOT be reimbursed.
- 9.3. Board Members extending hospitality to third-parties for CFMS business purposes must provide a complete list of names and organizations attending the lunch/dinner/hospitality function.

10. International Travel

- 10.1. Passport application fees will NOT be reimbursed.
- 10.2. Visas for international travel will be reimbursed.
- 10.3. Required immunizations and/or prophylactic medications prior to international travel **may** be reimbursed at the discretion of the CFMS Executive Team. However, individuals are encouraged to claim these expenses under their provincial or private health insurance plan before claiming reimbursement from the CFMS.

Effective Date

- 11. The CFMS Travel Policy shall be effective as of the date the Policy is approved by the Board following a review by the Governance Committee, unless another date is specified by the resolution of such approval.

Responsibilities

12. Compliance

- 12.1. CFMS Authorizers and/or the FAHR Committee shall ensure ongoing compliance with the Policy and its associated appendices.
- 12.2. CFMS Authorizers and/or the FAHR Committee shall be immediately notified of any violation of the Policy or its associated appendices and shall recommend a resolution of the violation to the Board in-line with best governance and financial practice.
 - 12.2.1. In the event the violation exists as a result of the actions of the Board, CFMS Authorizers and/or the FAHR Committee's recommendation shall stand as the resolution decision.
- 12.3. In the event of a discrepancy between the Policy and other CFMS documents:
 - 12.3.1. The CFMS By-laws shall supersede the CFMS Travel Policy; and
 - 12.3.2. The CFMS Finance Policy shall supersede the CFMS Travel Policy; and
 - 12.3.3. The CFMS Reimbursement Policy shall supersede the CFMS Travel Policy; and
 - 12.3.4. The CFMS Travel Policy shall supersede any Quick Guides pertaining to Travel and Reimbursements.

13. Review

- 13.1. CFMS Authorizers and/or the FAHR Committee shall review the Policy every three (3) years thereafter to ensure the Policy remains relevant and in-line with best governance and financial practices. This includes changes to the amounts outlined in-line with inflation. The FAHR Committee, in coordination with the CFMS Governance Committee, shall recommend changes to the Policy to the Board and/or the CFMS General Assembly.
- 13.2. Changes to the Policy may only be made upon recommendation of the FAHR Committee and the CFMS Governance Committee and with the approval of the majority of the CFMS Board or the CFMS General Assembly.

14. Procedure

- 14.1. Any travel expenses eligible for reimbursement as outlined in this Policy shall be reimbursed in-line with the CFMS Reimbursement Policy. In addition to the policies set

forth in the CFMS Reimbursement Policy, the following procedures must also be followed by all Approved Travelers:

Time of booking before flights	Reimbursement
> 5 weeks	100%
4-5 weeks	90%
3-4 weeks	80%
2-3 weeks	70%
1-2 weeks	60%
< 1 week	50%

15. Documentation

15.1.1.1. Original and/or scanned itemized receipts are required for the reimbursement of travel (except mileage), shuttles, taxis, rideshares, meals, incidentals, business, and hospitality expenses.

15.1.1.1.1. Credit card receipts are also required for any meal expenses that include gratuities that are not listed on the original itemized receipt.

15.1.1.2. All expense claims must be accompanied with an official CFMS Expense Reimbursement Claim Form and signed.

15.1.1.3. All expense claims must be e-mailed, mailed or hand-delivered to the VP Finance or the CFMS Office. If a request must be processed immediately, arrangements for e-transfer may be discussed between Approved Travelers, CFMS Authorizers, and the CFMS Office.

15.1.1.4. Travel claims for international travel must contain a detailed breakdown of all expenses and include original receipts (or photocopies of bank statements) showing rates for currency exchange. Receipts giving amounts in foreign currencies must be converted into Canadian dollars using the actual rates paid as described in this Policy.

15.1.1.5. The CFMS will not be responsible for lost or stolen traveler's cheques or cash.

15.1.1.6. Individuals filing expense claims are expected to retain photocopies of the claim for their own records.

15.1.1.7. Any report (e.g. Executive Officer Report, External Meeting Report) required of the Approved Traveler related to the travel in question for reimbursement must be completed and submitted prior to the payment of any reimbursement claim.

15.1.1.7.1. Failure to complete the required report(s) constitutes unprofessional behaviour and will result in the reimbursement claim being rejected.

15.1.2. Timing

15.1.2.1. All expense claims must be filed (postmarked) with the CFMS Office within thirty (30) days of return from travel.

15.1.2.1.1. Late expenses may be processed at the discretion of the CFMS Office..

15.1.2.1.2. Notwithstanding Clause 14.1.2.1, any expenses incurred in the previous fiscal year may NOT be processed after July 1 annually.

15.1.3. **Disputes**

15.1.3.1. In the event of a dispute regarding any reimbursement claim, the claimant may file a dispute as per the process outlined in the CFMS Reimbursement Policy.

15.2. Any reimbursement claim that violates any part of this policy may be rejected in whole at the discretion of the VP Finance.

16. **Related Information**

16.1. CFMS By-laws

16.2. CFMS Policy on Policies

16.3. CFMS Reimbursement Policy

17. **History**

17.1. **Originally drafted April 2005**

17.1.1. Approved and Effective: April 30, 2005

17.2. Reviewed January 2012

17.2.1. Approved and Effective: January 22, 2012

17.3. Reviewed December 2018

17.3.1. Approved and Effective: April 8, 2019

17.3.2. Next Scheduled Review: April 8, 2021

17.4. Reviewed December 2022

17.4.1. Approved and Effective: January 1, 2023 (VPF Z.Chuang)

17.4.2. Next Scheduled Review:

17.5. Reviewed July 2026

17.5.1. Approved and Effective: July 26, 2025

17.5.2. Next Scheduled Review:

Appendices

1. None