



2019 Annual General Meeting & Educational Assembly
The Future of Women in Medicine & Healthcare
Our Aptitude and Our Influence

September 20-22, 2019
Ottawa Art Gallery

Student Reimbursement Program 2019

Thanks to the generous support of MD Financial Management, FMWC Student Member Registration Fees will be reimbursed in 2019.

Eligibility

- Be a member of the FMWC in good standing.
 - Not yet a member? Visit fmwc.ca/membership/become-a-member to join the.
- Register for, and attend, the FMWC 2019 Annual General Meeting & Educational Assembly in Ottawa.
- **Submit your Student Reimbursement Requisition form no later than Friday, October 4, 2019** by email to fmwcmain@fmwc.ca. **Forms received later than October 4, 2019 will not be considered.** Forms will also be emailed to all Student AGM Registrants immediately following the AGM.

What's covered? What's not?

- Registration fees for the conference proceedings, up to \$100.00 (the cost of registration for the full event).
- ***Please note: reimbursement is NOT available for Social Tickets, or the Social Ticket portion (\$100.00) of the \$200.00 Special Offer Student Registration and Social Ticket Bundle.***

How this works?

- Register and attend the 2019 AGM in Ottawa (September 20 – 22, 2019).
- After the AGM, fill out the *Student Reimbursement Requisition Form* (below – and will be sent to all student registrants following the conference) and send to fmwcmain@fmwc.ca.
- Reimbursements will be processed and sent by late October 2018.

Questions, comments, concerns?

Reach us at fmwcmain@fmwc.ca or by phone at 1-844-215-8455.

Student Travel Awards

Need some help getting to Ottawa with Travel or Accommodations? Apply today for one of our Travel Awards – for details visit fmwc.ca/2019-agm or reach out to the [National Office](#). **Deadline for Travel Award**

Applications: Friday, July 19, 2019.





Federation of Medical
Women of Canada

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STUDENT REIMBURSEMENT REQUISITION FORM

REQUEST DATE:

NAME:

CONTACT INFORMATION (email & phone #):

MAILING ADDRESS (please print clearly):

CONFERENCE REGISTRATION

- One day only (\$75)
- Full conference registration (\$100)

Total: \$

TRANSPORTATION & ACCOMODATION

Please see fmwc.ca/2019-agm for details about the 2019 Student Travel Awards Program. Due to limited funds, only those receiving a Travel Award will be eligible for reimbursement of transportation and accommodation costs.

Original detailed receipts must be attached to the claim form. Documents such as credit card slips alone cannot be used for reimbursement, as they do not provide a detailed list of the charges being paid for and taxes charged.

The claimant and the person approving the reimbursement are responsible for ensuring that claims for expenses are accurate, allowable, legitimate and reasonable in the circumstances. By signing the Reimbursement Requisition Form, the claimant indicates that all expenditures incurred are related to the FMWC, that charges included have not been submitted to other organizations for reimbursement, that expenditures are in accordance with the applicable policies, and that they will not be used for income tax purposes.

CLAIMANT

Signature:

Date:

FMWC Approval

Signature:

Date:

