

**TRAVEL CHECKLIST FOR LEARNERS**  
**FACULTY OF MEDICINE**  
[Travel Policy](#) and [Learner Travel Guidelines](#)

**REQUIRED PRIOR TO BOOKING TRAVEL**

You must complete a [Travel Request](#) and receive approval a minimum of 4 weeks prior to your travel date. **Funding may not be approved if pre-approval is not obtained.**

This travel request *must* include:

- a) Two quotes from two different airlines for the cost of flights
- b) Travel should be no more than the day before and the day after the conference
- c) Registration acceptance email / presentation acceptance
- d) Leave request approved by UGME
- e) Copy of conference agenda
- f) Amount requesting for meals. Please refer to per diem amounts found in the [Schedule of Reimbursable Expenses](#)

Complete the [Travel Request](#) form in its entirety with as much specific information as possible. Include the appropriate FOAPAL:

FOAPAL – 190000 44223 76006 6100 (travel within Canada)

FOAPAL – 190000 44223 76156 6100 (International Travel)

Email the completed form and the attachments to the Office of Learner Well-Being and Success (LWS) at [lws@mun.ca](mailto:lws@mun.ca) for approval. Please ensure you review the [Schedule of Reimbursable Expenses](#) before you leave so you are aware of what is / is not covered during your trip.

**REQUIRED WHEN YOU RETURN FROM TRAVEL**

1. Complete a [Travel Claim](#) and submit to LWS *along with the following documents* within 7 days of the trip completion:
  1. Copy of paid flight itinerary and copies of all boarding passes
  2. Proof of paid conference registration and copy of conference agenda
  3. Hotel receipts showing proof of payment
  4. Meal per diems in accordance with Schedule of Reimbursable Expenses for any meals not included during the conference
  5. Taxi Receipts

NOTE: for international travel must provide proof of exchange rate with a credit card screen shot or information from the Bank of Canada