



2017-B Health Policy Fellowship

AWARD MANAGEMENT & ELIGIBLE EXPENSES

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1. Stipend Portion: Award Set-Up

The stipend portion of the award will be set up through the host institution's Office of Research Services (or equivalent). To set up the account, the Office of Research Services requires a copy of the MSFHR Award Detail Notification Letter, a copy of which is sent electronically by MSFHR to the Office of Research Services at the host institution indicated in the application.

2. Stipend Portion: Award Payments

Award payments are made to the host institution on a quarterly basis via wire-transfers; payment schedules for the award recipient are determined by the host institution. The Host institution is also responsible for any tax deductions taken off the award recipient's health policy fellowship. MSFHR does not pay benefits.

3. Relocation and Travel Portion: Award Set-Up

The relocation and travel portion of the award is also set up through the Office of Research Services (or equivalent) at the award recipient's academic host institution. Check with your host institution's Office of Research Services for details about setting up an account.

4. Relocation and Travel Portion: Award Payments and Usage

The relocation and travel allowance portion of the award is paid on a quarterly basis and is held in a designated award account. All expenses must be approved by the award recipient's policy assignment supervisor and MSFHR; funds must be used by the award recipient only. For reimbursement, award recipients are subject to the reimbursement process and policies of their host institution. Details on eligible expenses are stated in **section 6**.

Only expenses that are incurred during the award period, or for the expressed purpose of relocating to the policy assignment site can be claimed against the relocation and travel allowance. All receipts must be submitted to the host institution within three months of the official award termination date, at which time the finance department (or equivalent) of the host institution will issue a final financial statement to MSFHR. Any unspent funds must be returned to MSFHR immediately.

Note: Relocation and travel allowance funds may not be used while the fellowship award is on hold.

5. Taxation of MSFHR Fellowship Awards

The MSFHR Health Policy Fellowship Award is administered through host institutions. Host institutions determine the appropriate tax treatment for the payment of awards.

Questions pertaining to tax issues should be directed to the Host Institution administering award payments.

6. Relocation and Travel Allowance: Eligible Expenses

6.1 General Information

- The research and travel allowance is provided for expenses that are directly related to the award recipient's relocation to the city of the policy assignment site only, or for travel to a relevant science or health policy conference or meeting either during or up to three months following the end of the fellowship.
- MSFHR is not responsible for expenses that occur after the specified award period.
- Original receipts must be submitted to the host institution for reimbursement.
- In instances of conflict between MSFHR and the host institution regarding relocation and travel expense eligibility policies, precedence will be to the latter.
- Unspent funds must be returned to MSFHR at the end of the award period accompanied by a final financial statement prepared by the host institution.

6.2 Relocation Costs

Eligible Expenses

- Moving expenses using the most economical form of transportation and service available.
- Air travel, claimed at the lowest rate available, not to exceed full economy fare.
- Travel cancellation insurance.
- Cost of land, train and/or ferry travel, up to the equivalent of economy airfare. MSFHR policy for private car usage is 52¢ (cents)/km.
- Other expenses as they relate to relocation.
- Rent and utilities for the fellow and their immediate family (if applicable).

Non-Eligible Expenses

- Cost of alcoholic beverages consumed while travelling.
- Commuting costs between the residence and host policy organization or research location, or between two places of employment.
- Passport and immigration fees.
- Work permit fees.
- Reimbursement for airfare purchased through personal frequent flyer programs.

6.3 Conference Travel and Subsistence Costs

Eligible Expenses

- Air travel, claimed at the lowest rate available, not to exceed full economy fare, for travel to conference location.
- Cost of land, train and/or ferry travel, up to the equivalent of economy airfare, for travel to conference location MSFHR policy for private car usage is 52¢ (cents)/km
- Ground transportation (taxi, shuttle, etc.) to and from the airport in city of conference.
- Reasonable out-of-pocket expenses incurred for subsistence costs (meals and accommodation) for conference/meeting attendance.
- Fees for entry visa to foreign countries when required for the purpose of the trip.

Non-Eligible Expenses

- Cost of alcoholic beverages consumed while travelling.
- Passport and immigration fees.
- Reimbursement for airfare purchased through personal frequent flyer programs.
- Transportation to and from airport in home city.