



LEARNER TRAVEL MANAGEMENT AND GENERAL EXPENSES PROTOCOL

Effective Date: July 1st/08

1. Protocol Statement/Rationale

This document establishes the principles, mandatory requirements and guidelines for learner approved travel arrangements and general expense reimbursements. Please note that this document is not a travel authorization. Reimbursements within the attached guidelines are limited to the availability of program funding.

2. Applicability

This protocol applies to all **NOSM learners** participating in NOSM-related medical and health professional educational programs including:

- NOSM Postgraduate Family Medicine Program
- NOSM Postgraduate Specialty Medicine Program
- NOSM Undergraduate Medical Education Program
(*exception: NOSM students in Phase 2, Year 3 Comprehensive Community Clerkships - please refer to the CCC/OMA Clerkship Support Policy*)
- NOSM Dietitian Program

In addition, the protocol applies to **non-NOSM learners** from other medical and health professional schools who apply for northern clinical placements (e.g. elective and core placements, postgraduate and undergraduate placements and rehabilitation studies).

- Northern Ontario Electives Program (NEP) for Undergraduate Students and Postgraduate Family Medicine Residents
- Northern Ontario Postgraduate Specialty Program (NOPS) for Postgraduate Specialty Residents
- NAHSN Core Family Medicine and Specialty for Undergraduate Students (NAHSN U/G)
- NOSM Rehabilitation Studies Stream Program (RSS)
- NOSM Inter-Professional Education Program (IPEP)
- NOSM Northern Studies Stream (NSS)

Responsibilities:

- The Northern Ontario School of Medicine is responsible for ensuring that participants are reimbursed according to the Protocol as outlined.
- Learners are responsible for submitting their forms and attached documentation in accordance with the NOSM Learner Travel Management and General Expenses Protocol as established by NOSM.

- Programs are responsible for reviewing and approving the learner's submissions prior to processing through the Finance Unit. They are also responsible for communicating this protocol information to their learners, including program applicants prior to matching to the various programs.

Authority:

The interpretation of this protocol and resolution of issues should be directed to the Finance Unit to administer the principles, standards, rules and regulation described therein.

3. Eligible Expenses:

3.1 Travel

All learners will be reimbursed for travel to the program or clinical placement designated community. Seeking the lowest practical fare via the most direct route is encouraged. In exceptional circumstances where it is not cost effective for the learner to do so (eg. choosing to drive versus flying), pre-approval must be obtained by the program. (Refer to Section 4 for reimbursement procedures.)

Learner mileage reimbursements will be submitted to Finance for processing at the commencement of the clinical placement. No advance payments will be issued except in special circumstances and requires pre-approval by the program.

Air Travel:

- ❖ All learners' flights must be booked by NOSM's Travel Coordinator and the expense will be paid by NOSM directly. The learner would be responsible for repaying NOSM the actual airfare expense if he/she cancels and the amount is not refundable by the air carrier. If the cancellation is a result of unforeseen circumstances, NOSM may absorb the expense if pre-approved by the program in question.
- ❖ Round trip fares to the placement community will be provided. Where a learner travels from his/her present community to the placement site and chooses to depart to another community after the placement, the learner will be responsible for refunding NOSM the ticket difference.
- ❖ For all "non-NOSM" out-of-province and international learners participating in various NOSM programs, maximum reimbursement amounts may apply (eg – the Elective Program's maximum amount for air travel is \$750/learner on submission of both air ticket and boarding passes). Booking and initial payment of this booking is the responsibility of the learner. Participation caps may also be enforced to remain within approved program funding – notification of the clinical placement acceptance/decline will be sent to the learners as soon as possible on receipt of the learner's application.

Personal Vehicle:

The standard mileage reimbursement for 1 return trip will be reimbursed to the learner. Generally, the amount calculated would be from the learner's point of departure (which

would be the address of their medical school - not the learner's individual address) to his/her destination point. In keeping with this requirement, please find below a listing all of the Ontario University addresses and a mileage chart as accepted by the NOSM's Finance Department.

- ❖ Any additional mileage must be pre-approved during the placement and will be based on the calculation provided on the internet Ontario Provincial website distance calculator (**Ontario.ca**) - URL listed below:

http://www.gov.on.ca/ont/portal/!ut/p/cmd/cs/.ce/7_0_A/.s/7_0_25C/.s.7_0_A/7_0_25C/_/en?docid=EC001124

- ❖ Due to the geographical expanse of Northern Ontario, it is more economical to fly to certain destinations. If the learner is not mandated by their respective program to bring his/her vehicle but chooses to do so, a maximum round-trip reimbursement amount of \$400 will be paid.
- ❖ If a Program mandates that the learners must have a vehicle in order to fulfill clinical obligations and responsibilities, the learners will be reimbursed the full mileage amount to drive to/from their destination point. Learners are encouraged to check with their respective programs if in doubt.

Bus/Train/Boat:

- ❖ Travel by bus or train will also be arranged directly by NOSM's Travel Coordinator. Your prepaid travel tickets should be picked up at the corresponding bus or train station point of departure. Cancellation terms are the same as outlined for air travel. If the cancellation is a result of unforeseen circumstances, NOSM may absorb the expense if pre-approved by the program in question.
- ❖ A round-trip travel reimbursement will include all "furtherance" travel from the starting community to destination point. (example: air from Ottawa to Thunder Bay and bus/train to Atikokan or another example: train from Ottawa to Kingston, flight to Moosenee and boat taxi to Moose Factory.)

Car Rentals:

- ❖ Car rental expenses incurred during the community placement will only be reimbursed to the learner if the expense is pre-approved by the Program Manager.

Hotel/Motels:

*All such expenses must meet the criteria outlined below and will be reimbursed on submission of the **original receipt only**.*

- ❖ 1 night of hotel accommodations if the learner encounters a winter storm and is not able to continue his/her journey - this may be due to flight delays/cancellations, road closures or safety issues.

- ❖ 1 night of hotel accommodations if the travel is in excess of 800 km one way. Learners who stay with friends or family as an option to hotel/motel accommodations will be reimbursed \$30/1 night.
- ❖ Postgraduate Family Medicine monthly academic sessions: learners whose **primary residence** (*defined as the community in which you spend the greatest amount of time in your academic year*) is not in the host community for the academic session, may claim the full amount of their accommodations if staying at a local hotel/motel/B&B and \$30/night if staying with family or friends. The residents who claim hotel reimbursements should have prior contact with the NOSM Travel Coordinator to obtain the names of the acceptable local hotel establishments.

3.2 Traveling to Distributed Communities with Clinical Teachers:

Various northern clinical teachers are responsible for providing regular clinics in outlying rural communities. Learners who accompany them may claim the following expenses:

- ❖ Learners traveling to distributed communities for clinical visits are encouraged to travel with their clinical teacher. In extenuating circumstances when a learner is unable to do so and must travel in his/her own vehicle, he/she will be reimbursed at the standard mileage rate.
- ❖ Learners will be reimbursed for their hotel and meals in accordance with the current per diem rate. Original receipts are required.
- ❖ Any expenses submitted for this activity must identify the community, clinical teacher and travel dates in question.

3.3 Travel within the Clinical Placement Community:

Local Bus:

- ❖ Learners with no personal transportation while on clinical placement may submit a reimbursement for their bus pass up to \$60/mth on submission of their original receipt.

Taxis:

- ❖ Upon arrival via air, bus or train, the taxi fare to and from the assigned housing will be reimbursed to the learner. Should this cost be absorbed directly by NOSM pending the community pre-arrangements with various taxi companies, NOSM's Travel Coordinator will advise in the travel instructions.
- ❖ Learners with no personal transportation will be allowed a maximum of \$60/mth for taxi fares for grocery provisions.

- ❖ Learners with no access to public transportation who may have difficulty accessing their hospitals/clinics during the winter months, or if on-call into the late evening, may utilize local taxi services. ***This provision must be used with discretion and in a prudent manner and is not applicable to program learners who are mandated to have their own vehicle.*** The taxi charge must be paid by the learner. A receipt and explanation should be submitted for reimbursement.
- ❖ Any other taxi fares not listed above must receive pre-approval by the Program (ie. IPEP tutorials)

3.4 Parking Expenses:

- ❖ Parking for academic sessions at the University is the responsibility of the learner.
- ❖ Parking for clinical placement activities is the responsibility of the learner except in circumstances where a secondary parking site is required in the same day (eg. learner is required to park at the hospital and at the clinical teacher's office). This disbursement will be monitored by the program and parking receipts must be submitted.

4. Reimbursement Procedures:

Expense Claims – All claims must be submitted to the Program Coordinators using the “Non-Employee Travel Expense Statement”. This form can be found at:

http://www.normed.ca/documents/finance/forms/Non-Employee_Travel_Expense.xls

Original receipts must be attached to your submission and the form should be signed by the learner.

Postgraduate Residents – If discrepancies exist between the PAIRO contract and the disbursements outlined above, the PAIRO contract will take precedence.

List of Ontario University Addresses:

University of Ottawa
550 Cumberland St.
Ottawa, Ontario
K1N 6N5

Queen's University
99 University Avenue
Kingston, Ontario
K7L 3N6

University of Western Ontario
1151 Richmond Street,
London, Ontario
N6A 5B8

McMaster University
1280 Main Street West
Hamilton, Ontario
L8S 4L8

University of Toronto
214 College Street
Toronto, Ontario
M5T 2Z9

Northern Ontario School of Medicine
(East Campus)
935 Ramsey Lake Road
Sudbury, Ontario
P3E 2C6

(West Campus)
955 Oliver Road
ATAC Building 6th Floor
Thunder Bay, Ontario
P7B 5E1

Distances in Kilometers (Round Trip)

Ontario Community	Toronto	London	Kingston	Ottawa	Hamilton
Blind River	1088	1412	1578	1306	1188
Callander	660	984	922	712	762
Cochrane	1432	1758	1668	1466	1534
Elliot Lake	1076	1404	1508	1298	1180
Englehart	1080	1406	1316	1114	1182
Espanola	900	1228	1392	1102	1004
Gore Bay	1124	1450	1616	1344	1226
Haileybury	994	1320	1230	1028	1096
Hearst	1858	2420	2094	1892	1960
Hornepayne	2124	2154	2360	2158	2410
Huntsville	438	764	698	688	540
Iroquois Falls	1342	1668	1578	1376	1444
Kapuskasing	1668	1994	1904	1702	1770
Kirkland Lake	1170	1496	1406	1204	1272
Little Current	996	1324	1490	1218	1100
Mattawa	774	1102	798	596	878
Mindemoya	1082	786	1576	1304	1186
New Liskeard	998	1326	1236	1032	1102
North Bay	686	1012	924	720	788
Parry Sound	450	778	942	860	554
Powassan	626	954	890	746	730
Richards Landing	1290	1483	1784	1514	1394
Sault Ste. Marie	1712	1320	1856	1586	1576
Sturgeon Falls	762	1090	1000	796	866
Sudbury	768	1094	1260	978	870
Temagami	882	1208	1118	916	984
Timmins	1378	1706	1644	1442	1482

Calculations based on the MapQuest website (www.mapquest.com) using the List of Ontario University Addresses found in the NOSM *Learner Travel Management and General Expenses Protocol* (July/08 edition).

Locations that did not have a pre-established address were calculated using the Distance Calculator as found on the Ontario Public Service website (<http://www.gov.on.ca/>).

Northern Community	Sudbury	Thunder Bay
Atikokan	2375	380
Batchewana F.N.	750	1280
Blind River	330	1660
Bracebridge	485	2467
Burk's Falls	430	2430
Cochrane	760	1450
Constance Lake F.N.	1100	1034
Dryden	2660	680
Elliot Lake	320	1770
Emo	2780	780
Englehart	648	1825
Espanola	140	1860
Fort Frances	2660	670
Fort William F.N.	2010	6
Garden River F.N.	580	1465
Gore Bay	386	2093
Hearst	1100	1020
Hornepayne	1396	976
Huntsville	500	2460
Iroquois Falls	716	1558
Kapuskasing	920	1210
Kenora	2940	960
Kirkland Lake	630	1760
Lac Seul F.N.	2815	864
Little Current	240	1966
M'Chigeeng F.N.	302	2025
Manitowaning	305	2030
Marathon	1410	606
Matheson	720	1610
Mattagami Lake F.N.	380	1777
Mindemoya	466	2051
Nipigon	1770	220
Nipissing F.N.	330	2332
North Bay	250	2210
Ojibways of the Pic River F.N.	1410	606
Rainy River	2840	860
Red Lake	3100	1110
Richard's Landing	550	1510
Sagamok Anishinabek	190	1815
Serpent River F.N.	250	1770
Smooth Rock Falls	790	1340
Sturgeon Falls	176	2179
Sudbury	0	2002
Temagami F.N.	510	2018
Terrace Bay	1560	430
Thessalon	432	1568
Thunder Bay	2002	0
Timmins	580	1540
Wawa	1060	940
Whitefish Lake F.N.	40	1974
Whitefish River F.N.	220	1940