

Travel Policy for Undergraduate Medical Student Placements (Phases 1-3)

Office of Accountability:	Finance office
Office of Administrative Responsibility:	Rural Medical Education Network
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Overview

The Faculty of Medicine (FoM) at Memorial University of Newfoundland (MUN) places particular emphasis on the importance of community and rural medicine learning experiences during undergraduate medical training. The FoM is committed to supplementing travel costs associated with completing clinical/community placements in communities that are distant from St. John's.

Purpose

To establish the principles and requirements for learner travel arrangements and expense reimbursement.

Scope

Learners in the Doctor of Medicine (M.D.) program in Phases one (1) – three (3) who are completing community/clinical placements.

Policy

1.0. General

- 1.1. The cost of travel will only be reimbursed for the most economical travel option that is available and practical.

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- 1.1.1. The shortest direct route must normally be chosen. Seeking the lowest fare via the most direct route is encouraged.
 - 1.1.2. If a learner chooses not to travel by the most economical and practical mode for the trip, RMEN will reimburse the cost of travel, not mileage, based on a direct routing to the destination. The total cost of travel cannot exceed the cost of the most economical travel option as confirmed by appropriate documentation.
 - 1.2. The cost of travel will only be reimbursed once a student's Travel Request form has been submitted and approved. Any travel booked prior to approval may not be reimbursed.
 - 1.3. Original receipts are required for all expenses and must be submitted for reimbursement.
 - 1.4. Costs for meals during travel will not be reimbursed.
 - 1.5. Students who will not have access to a car at their clinical/community placement are encouraged to speak with the Accommodations Coordinator to discuss their travel options.
- 2.0. Approved Travel by Air**
 - 2.1. Proof of travel must be submitted with the Travel Claim, regardless of how the flight was booked. Acceptable documentation to support proof of travel includes at least one of the following:
 - 2.1.1. a boarding pass (paper or printed copy of the image of an electronic boarding pass, that clearly indicates flight information);
 - 2.1.2. a hotel invoice at the travel destination, if applicable; or,
 - 2.1.3. taxi/transit receipts for travel from the airport to the accommodation location and vice versa.
 - 2.2. If a student chooses to purchase a flight through a travel rewards program, only taxes and fees will be reimbursed.

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- 2.3. Reimbursement of taxi/bus services from the airport to the accommodation location and vice versa will be provided (e.g. Airport to Grand Manan).
 - 2.3.1. Taxi/bus services from a learner's home to the airport and vice versa will not be reimbursed.
- 2.4. The baggage fee for one (1) piece of luggage, each way, will be reimbursed if the fee is not included in the airfare.
- 2.5. The fees associated with seat selection will not be reimbursed.

3.0. Approved Travel by Car

- 3.1. For learners driving their own vehicle, **actual mileage will be reimbursed**, as per the [MUN mileage reimbursement rate](#). Fuel receipts **must** be submitted for proof of travel.
 - 3.1.1. Credit card receipts are accepted as receipts for the purchase of fuel however, the receipt must state that the purchase was for fuel with the name of the company clearly displayed.
- 3.2. Travel to a clinical/community placement located at least 30 km, one way, from St. John's (Health Sciences Centre) will be reimbursed.
- 3.3. If the housing accommodation provided by RMEN is located at least 30km, one way, from the location of the clinical/community placement, travel between the accommodation and placement location will be reimbursed.
 - 3.3.1. Travel between a housing accommodation and the location of the clinical/community placement will not be reimbursed if a learner chooses to stay in a housing accommodation that is located at least 30km one way from the location of the clinical/community placement and closer RMEN provided accommodations are available.
- 3.4. Travel within the community where a placement is located will not be reimbursed. However, travel to clinics at least 30 km, one way, from the community where the placement is located will be reimbursed.

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- 3.5. Expenses for parking, traffic and parking violations, and vehicle maintenance (i.e. windshield wash, wiper blades, automobile repairs), will not be reimbursed.
- 3.6. When using their personal vehicles, students are not covered, in any way, by the University auto insurance policy. Students must be aware that when they are driving their own vehicle, it will always be their own insurance that is in effect. They are responsible for themselves and any other individual they may transport.

4.0. Renting a Vehicle

- 4.1. Rental of vehicles may be authorized by the Accommodations Coordinator only when it is the most economical means of transportation or when it is justifiable under special circumstances.
 - 4.1.1. Learners are responsible for contacting the Accommodations Coordinator to request a vehicle rental. All requests must include written justification as to why a rental vehicle is necessary.
 - 4.1.2. A learner will be reimbursed up to a maximum of \$500 for a vehicle rental plus the cost of one (1) tank of fuel when the vehicle is being returned.
 - 4.1.2.1. Students are encouraged to check CAUBO rates for any car rentals and provide quotes to the Accommodations Coordinator before booking.
 - 4.1.2.2. Any additional costs associated with the car rental will be the responsibility of the learner.
 - 4.1.3. Expenses not approved by the Accommodations Coordinator will not be reimbursed.

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4.2. Insurance

4.2.1. In Canada, rental vehicles are insured for liability, however students will require physical damage coverage as well. This type of coverage can be obtained in two (2) ways:

4.2.1.1. Option 1 (Recommended Option): A student uses a personal credit card that provides physical damage coverage applicable to rental vehicles. The rental vehicle must be booked with the credit card that provides the coverage and the cardholder must be the driver of the rental vehicle.

4.2.1.2. Option 2: If a student's credit card does not provide physical damage coverage for a rental vehicle, the student will be automatically covered under the University's Non-Owned Automobile Insurance policy. The rental period must be for less than thirty (30) days. Should an accident occur, there is a \$1,000 deductible.

4.2.2. When renting vehicles, students are NOT to accept the physical damage waiver option offered by the rental company. The cost of any physical damage insurance provided by the rental company will not be reimbursed.

4.2.3. If involved in an accident with a rental vehicle, please follow the procedure as outlined in **Appendix A**.

4.2.4. For more information regarding vehicle rentals, please visit the [Enterprise Risk Management webpage](#), their [Frequently Asked Questions](#) page, and the [Memorial University Insurance Guide](#).

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Procedure

A.0 Travel Booking

- A.1. Students complete and submit a Travel Request Form to the clinical/community placement travel administrator **no later than five (5) weeks prior** to the start date of their clinical placement.
 - A.1.1. Cost comparison documentation must be included to verify that the most economical travel option is being utilized.
- A.2. Students are encouraged to book their own economy flights for approved travel requests. Once out-of-pocket for expenses, students may apply for a Travel Advance or can submit their claim along with other expenses upon their return for reimbursement.
 - A.2.1. Students who wish to submit a Travel Advance are responsible for submitting all necessary documentation as per the [Procedure for Requesting a Travel Advance](#).
 - A.2.2. Students who are not in a financial position to pay upfront for the cost of flights are advised to contact their clinical/community placement travel administrator.
- A.3. Students shall complete a [Travel Claim Form](#) and submit it along with all necessary supporting documentation to the clinical/community placement travel administrator within five (5) working days of trip completion.
 - A.3.1. Under exceptional circumstances, late travel claim submissions will be considered for reimbursement on a case by case basis. Travel claims **will not** be considered for reimbursement 6 months or later after trip completion.

Previous Versions

There is at least one previous version of this policy. Contact the [Policy Analyst](#) to view earlier version(s).



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Appendix A Involvement in an Accident with a Rental Vehicle

Procedure

- If a student is involved in a Motor Vehicle Accident while on university business, they will need to complete an Automobile Accident Report form and return it to Enterprise Risk Management office.
 - Enterprise Risk Management will not review the form until the next business day, please do not be alarmed if they do not respond to your report immediately.
- The student should notify their immediate supervisor and their clinical/community placement travel administrator that an accident has occurred. The immediate supervisor will need to fill out an Accident/Incident Report form and forward it to the Environmental Health and Safety, immediately following notification of the accident/incident.
- The student may be contacted by a member from the Enterprise Risk Management on the following business day to review the form or clarify any questions