

## Clerkship Travel Program: Frequently Asked Questions

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## **1. Why is this program being offered?**

The goal of the Clerkship Travel Program is to improve distribution of physicians across Ontario by allowing exposure to a variety of practice settings; enhancing the mix of specialties by allowing clinical clerks to explore career choices outside of their local areas; and promoting Ontario as a preferred location for postgraduate education.

## **2. Which years of education apply to the program for eligibility?**

Medical students enrolled in undergraduate years two and three at the Michael G. DeGroot School of Medicine at McMaster University or years three and four at all other Ontario Schools of Medicine.

## **3. Are extended/advanced clerkships eligible for reimbursement through the CTP?**

Yes, if unmatched in your final year of study and you participated in an extended/advanced clerkship after September 1, 2017 you have the opportunity to apply for reimbursement for one rotation per academic year.

## **4. Are electives at hospitals outside of Ontario eligible?**

No. As per the guidelines, the goal of the Clerkship Travel Program is to improve distribution of physicians across Ontario by allowing exposure to a variety of practice settings, enhance the mix of specialties by allowing clinical clerks to explore career choices outside of their local area and to continue to promote Ontario as a preferred location for postgraduate education.

For a full list of eligible Academic Health Science Centre's (Group A teaching hospitals), please see [Appendix A](#) of the guidelines.

## **5. Where can I do my rotation?**

You can do your rotation at an Academic Health Science Centre hospital in Ontario that is 100 km or further from **your home medical school**. Please see the guidelines for a complete list of organizations that qualify. Please verify that the rotation is in a group A Hospital prior to submitting expenses.

## **6. How long does the clinical rotation need to be?**

To be eligible, attending a clinical rotation that is a minimum of two weeks to a maximum of twelve weeks is required.

## **7. Can I claim an elective/rotation that is in more than one location in Ontario?**

Yes, this can be claimed as long as the verification letter from your home school states that it constitutes a single elective/rotation and all sites are eligible Academic Health Science Centre's.

## **8. Are split rotations eligible?**

Yes, split rotations will be accepted up to the maximum of \$1500.00. A split rotation must be approved by your Undergraduate Medical Education office prior to your rotation and must be confirmed in the school letter to be submitted with your application/expense form.

## **9. Are credit card receipts acceptable?**

No, credit card receipts are not acceptable. You will require original detailed, itemized receipts identifying the vendor with the date and amount of each expense item paid by the claimant.

## **10. Can I charge an expense using a credit card which has a name on it other than mine?**

No. All expenses must be paid by the claimant and original detailed itemized receipts must be in the name of the claimant. When using a credit card, the cardholder name must match the clerk's name.

## **11. What means of transportation can I use to travel?**

Plane, train and bus, rental or personal vehicle are all permitted if it is the most practical and economic way of travel. Travelling by air, economy (coach) class is the standard option and by train, coach class economy fares are the standard.

## **12. If travelling to one rotation in another province to a rotation within Ontario or vice versa, will my flight be covered?**

No. As per the CTP Guidelines, you may claim expenses from your home school to your rotation and the return trip to your home school.

## **13. Why do you require my Social Insurance Number?**

HFO MRA is required to issue a T4A for this funding and therefore requires your Social Insurance Number in order to prepare the T4A information slip.

## **14. If driving to the rotation, do I have to use a rental car? Can I use my own car?**

Choosing the appropriate vehicle: when road transportation is the most practical, economical way to travel, the order of preference is:

- i. rental vehicle
- ii. personal vehicle, if it is more economical than a rental vehicle

HFO MRA will assume no financial responsibility for the use of your own vehicle other than paying the kilometric rate. Car rental charges will be reimbursed only on the initial trip to the Academic Health Sciences and for the return trip to the home Medical School. For more information, please see the Guidelines.

**15. How can the insurance on a rental car be claimed if my credit card does not include the collision damage waiver?**

If you do not have a credit card that covers rental car collision damage, you must purchase the collision damage waiver coverage with zero deductible offered by the rental company. The insurance costs can be claimed as a travel expense under the car rental.

**16. If I use my own car, what is the rate per kilometer?**

The kilometric rate for use of a personal vehicle is 40¢/ km for the initial trip to the Academic Health Science Centre and final return trip to your home Medical School. The kilometric rate will be verified by HFO MRA using Google Maps.

**17. Are gas receipts required when claiming kilometric rate for use of a personal vehicle?**

Receipts are not required for using your personal vehicle. Verification from your Undergraduate Medical Education office confirming your rotation location and the dates of the rotation will need to be submitted with your expense form in order to claim this expense.

**18. Do I calculate my kilometric rate of travel with my personal vehicle from my home campus (where I attend school) or the main medical school's campus?**

The kilometric rate is calculated from the location where you are attending school.

**19. When choosing accommodations, what are the acceptable choices?**

Reimbursement will be made for single commercial accommodation up to a nightly maximum of \$150. When required, accommodation for one night before the start of the rotation and one night after the end of the rotation will be reimbursed.

**20. Are private home room rentals or sublets eligible?**

No, private home room rentals or private sublets are not covered under this program. As per the CTP guidelines, reimbursement will be made for single commercial accommodation in a standard room. An appropriate, original, detailed and itemized commercial receipt is required in order to claim this expense.

**21. Can I book my accommodations through online service providers?**

Yes, however, all criteria in the Clerkship Travel Program guidelines must be adhered to when booking through an online service provider. The accommodations that you

are booking must be a commercial property (eg: hotel, motel or bed & breakfast). Private room rentals or sublets of apartments or condominiums are ineligible. Please ensure that if you are booking through an online service provider, the accommodation is eligible for the Clerkship Travel Program prior to incurring the expense.

## **22. Can meals be claimed for reimbursement?**

No. Meals cannot be claimed for reimbursement. For a full list of non-allowable expenses, please see the guidelines.

## **23. What if I don't have my original receipts?**

If a submitted expense form with accompanying original receipts is misplaced or lost in the mail, HFO MRA will determine on a case-by-case basis whether to accept copies of the receipts.

## **24. Who can I contact for more information?**

If you have any questions, please contact HealthForceOntario Marketing and Recruitment Agency and speak to one of our CTP Operation Coordinators at 1-800-463-1270, extension 7 or by email at [ctp@healthforceontario.ca](mailto:ctp@healthforceontario.ca)