

# Clerkship Travel Program: Guidelines

## Expense Guidelines

It is Ontario Health's sole discretion to determine if the application and supporting documentation complies with the program parameters and will be accepted by the Clerkship Travel Program (CTP). All receipts need to be the original detailed itemized receipts identifying the vendor with the date and amount of each expense item paid by the claimant and in the name of the claimant. Credit card receipts are not acceptable. Please keep a copy of your receipts for your records.

**Clinical clerks are encouraged to submit expenses as soon as possible after completing the rotation. The CTP program may be cancelled at any time at the discretion of Ontario Health or the Ministry of Health at which time funding will no longer be available to reimburse clerkship travel.**

### **Airplane/Train/Bus Fare**

Air travel is permitted if it is the most practical and economical way to travel. Economy (coach) class only will be reimbursed.

Travel by train is permitted when it is the most practical and economic way to travel. A coach class economy fare only will be reimbursed.

Bus travel is permitted when it is the most practical and economic way to travel.

Please include all pages of detailed receipt(s) with your expense claim. Include reasons for any claimed change fees.

### **Taxi**

When taking a taxi to and from airports, train stations or bus stations, please ensure the receipt contains the fare amount and the tip. There is a 10% tip maximum on taxi fares.

### **Vehicle**

Choosing the appropriate vehicle: when road transportation is the most practical, economical way to travel, you may choose:

- rental vehicle
- personal vehicle, if it is more practical and economical than a rental car.

Ontario Health will assume no financial responsibility for the use of your own vehicle other than paying the kilometric rate.

## **Rental Vehicle**

Rental car charges are for the day(s) of travel from the home school to the Academic Health Science Centre rotation, and for the day(s) of travel back to the home school. Rental car charges during the rotation will not be reimbursed.

When renting a vehicle, a compact model or its equivalent is required. Any exceptions must be guided by the principle that the rental vehicle is the most economical and practical size, taking into account safety (including weather) considerations.

Rental of luxury and sports vehicles are prohibited.

If you do not have a credit card that covers rental car collision damage waiver, 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.

To avoid higher gasoline charges, refuel your rental car before returning it.

You may claim rental car gas charges for the initial trip from the home school to the Academic Health Science Centre, and for the return trip to the home medical school. Gas charges incurred during the rotation may not be claimed.

## **Personal Vehicle**

Ontario Health assumes no financial responsibility for personal vehicles. Ontario Health will pay the kilometric rate (up to the \$1500 program maximum) if you use your own vehicle to travel to and from the Academic Health Science Centre and your home medical school. Travel during your rotation will not be reimbursed.

If you use your personal vehicle as part of the Clerkship Travel Program, the following apply.

- The vehicle must be insured at the vehicle owner's expense for personal motor vehicle liability.
- Ontario Health will not reimburse the costs of insurance coverage, physical damage or liability.
- Ontario Health is not responsible for reimbursing deductible amounts related to insurance coverage.
- In the event of an accident, you will not be permitted to make a claim to the Ontario Health for any resulting damages.

## **Kilometric Rate**

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 the home Medical School. The kilometric rate will be verified by CTP using Google Maps.

## **Accommodations (hotels, motels, bed & breakfast, etc.)**

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.

**Please Note:** There will be no reimbursement for private home room rentals, apartment, home or condominium sublets.

## **Non-Allowable Expenses**

Non-allowable expenses include, but are not limited to the following:

- Meals
- Internet
- Entertainment
- Long distance telephone charges
- Additional costs related to family travel
- Travel/parking once arrived at the AHSC location during rotation
- Dry cleaning
- Any costs associated with the submission of expenses (i.e. postage, courier/shipping costs)
- Fines or tickets
- Towing

## **Submitting Claims:**

Please ensure that you print your name, mailing address and sign the claim prior to sending the Clerkship Travel Program Application/Expense form, with original detailed itemized receipts and official confirmation from the Undergraduate Medical Education Office that the rotation was completed to:

**[ctp@ontariohealth.ca](mailto:ctp@ontariohealth.ca)**

## **Lost Receipts:**

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

Any questions regarding how to complete the expense form should be directed to the CTP team at 1-800-596-4046 or by email at [ctp@ontariohealth.ca](mailto:ctp@ontariohealth.ca).