

**TRAVEL CLAIM (Clinical Clerk)**

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**Claimant:** \_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_\_

**Address:**

\_\_\_\_\_

\_\_\_\_\_

**Rotation:**

- Core Rural Family (Location \_\_\_\_\_)
- Rural Selective (within NL)
- Core outside St. John's (within NL)
- Clerkship Elective
- New Brunswick

DATE (\$)	DETAILS OF EXPENSES	TRAVEL	OTHER	TOTAL
<b>TRAVEL- (please provide original receipts for reimbursement)</b>				
<b>TOTAL \$</b>				
<b>Signature:</b> _____ (Clinical Clerk)		<b>Claim Total: \$</b> _____		
<b>Date:</b> _____		<b>Amount Approved: \$</b> _____		
<b>MUN Approval Signature:</b> _____				
<b>Eastern Health Approval Signature:</b> _____				

*Applications for reimbursement should be forwarded to Distributed Medical Education, Faculty of Medicine, Memorial University – Room M2M219 for approval.*

## TRAVEL CLAIM GUIDELINES (Clinical Clerks)

### RURAL ROTATIONS:

#### **Core Rural Family Medicine (8 weeks)**

The maximum travel reimbursement for approved **core Rural Family Medicine** rotations in Newfoundland and Labrador will be round trip economy airfare OR if driving, reimbursement for one round trip for mileage only, up to a maximum of \$600. Clinical clerks traveling by air must make their own travel arrangements and should avail of any reduced airfares.

#### **Rural Selective**

Travel costs for approved **Rural Selective** rotations within Newfoundland and Labrador are reimbursed on application by the student under the same guidelines as the 8 week core rural family medicine rotation.

### CORE ROTATIONS OUTSIDE ST. JOHN'S (within NEWFOUNDLAND):

Travel costs **will** be reimbursed for clerkship core rotations outside St. John's (within Newfoundland) if the site listings are provided by the respective disciplines as options or requirements.

### ELECTIVE ROTATIONS:

Clinical Clerks - Reimbursement for travel for **TWO** electives only, as per "\*" below.

[\*For elective rotations **outside the province**, travel costs are reimbursed upon application by the student for **one-half** of the round trip economy airfare (to a maximum of \$300) OR if driving, **one-half** of the round trip of actual travel costs, gas/ferry (to a maximum of \$300).

For elective rotations **within the province**, travel costs are reimbursed upon application by the student for round trip economy airfare or for mileage for one round trip only.]

### ROTATIONS IN NEW BRUNSWICK:

For all approved rotations in New Brunswick, travel arrangements should be made a couple of months in advance of the rotation to take advantage of the economy fares.

Travel for approved New Brunswick **core Rural Family Medicine** rotations will be covered in the same manner as those in Newfoundland and Labrador.

Travel to approved New Brunswick sites for **core rotations** will be reimbursed for **one round trip only** (economy airfare or if driving, actual travel costs, gas/ferry, up to the cost of a flight). Please note, rotation switches may be at the cost of the learner, with no reimbursement provided.

### ROTATIONS IN PRINCE EDWARD ISLAND

Travel to Prince Edward Island and Yukon for approved **core rotations** will be reimbursed for **one round trip only** (economy airfare or if driving, actual travel costs, gas/ferry, up to the cost of a flight) in the same manner as those in Newfoundland and Labrador. Please note, rotation switches may be at the cost of the learner, with no reimbursement provided.

### NOTE:

- Travel costs within Newfoundland and Labrador, New Brunswick, Prince Edward Island and Yukon will be reimbursed as per guidelines above by the Department of Human Resources of Eastern Health, St. John's, on application by the student.
- Student must make own travel arrangements.
- Applications for reimbursement should be forwarded to Distributed Medical Education (DME) for approval.
- *Original Receipts* **MUST** be provided (*if traveling by air, boarding passes must also be provided*).
- Students are permitted to submit only one travel claim per eligible rotation.
- Travel Claim forms are available on the DME website (<https://www.med.mun.ca/Distributed-Medical-Education/Supporting-Learners/Travel-to-Distributed-Sites.aspx>), and on One45 in the "handouts and links" section.

If any of the travel guidelines are unclear, please contact the Distributed Medical Education at [dme@mun.ca](mailto:dme@mun.ca).