



Department of Family Medicine Policy

Policy Name:	Air & Ground Travel for Northern/Remote Program
Application/ Scope:	Northern Remote residents only
Approved Date & Approved By:	December 8, 2021: Executive Management Committee, Department of Family Medicine (DFM) November 24, 2021: Residency Program Committee, Postgraduate Medical Education (PGME)
Review Date:	Five years from the approved date
Revised (Date):	

1. BACKGROUND AND DEFINITIONS

1.1 The purpose of this policy is to provide information and guidance to residents and staff with respect to the travel costs within the Northern/Remote program that will be paid for by the Department.

1.2 **Definitions**

1.2.1 Education Director: The individual responsible and accountable for the overall conduct and organization of the residency program at the local level. The individual is accountable to the Program Director, Family Medicine.

1.2.2 Program Administrator: The individual tasked with and accountable for the administrative responsibilities of the residency program at the local level.

2. POLICY & PROCEDURE STATEMENTS

2.1 In order to make a travel expense claim, original receipts must be submitted **within 30 days** of the completion of travel.



- 2.2 The following costs will be borne by the Department of Family Medicine, Northern/Remote program:
- 2.2.1 Flights to and from northern communities when attending core rotations required by the program (i.e. one flight at the beginning and one flight at the end of the rotation).
- Should a resident choose to travel with their own vehicle instead of flying to a location where road travel is possible, the Department will reimburse for mileage for one round-trip per block from Winnipeg to that location only if mileage costs are less than airfare. Parking expenses will be reimbursed up to a maximum of \$100 per block, and original receipts must be submitted.
- 2.2.2 Mileage for residents driving to and from a community where air travel is not required, once at the beginning and once at the end of the rotation.
- 2.2.3 Cost of travel (round-trip airfare or mileage) to bring residents to Winnipeg for core educational activities where the program demands attendance in-person.
- 2.2.4 Cost of air travel within the Northwest Territories and the Territory of Nunavut, up to two (2) round trips outside Yellowknife or Rankin Inlet (respectively) per resident, if the trip comprises part of the core rotation.
- 2.2.5 Cost of return travel to Winnipeg to write the Medical Council of Canada (MCC) and the Certification in the College of Family Physicians of Canada (CCFP) exam as per the Preparation and Clinical Release for Certification Examination policy.
- 2.2.6 Change fees incurred as a result of flights having to be rescheduled when the rescheduling is at the request of the program.
- 2.2.7 Costs incurred as a result of flights being cancelled due to weather or a change in preceptor plans.
- 2.2.8 Change fees incurred as a result of resident health issues. A doctor's note may be requested for residents deemed unable to fly due to medical reasons.
- 2.2.9 Ground transportation (generally by taxi) to and from airport (e.g., Winnipeg home to airports in Winnipeg such as Winnipeg James Armstrong Richardson International Airport, St. Andrews Airport or the Perimeter Terminal; northern airport to residence) up to a maximum of \$100 per trip, upon submission of original receipts.
- 2.2.10 Cost of per diems incurred during fly-in rotations in accordance with the [University of Manitoba Rates](#)
- 2.3 Additional expenses may be incurred by residents who choose to travel beyond what is required for the program. The following costs will NOT be covered by the Department of Family Medicine, Northern/Remote program:
- 2.3.1 Travel on weekends during a rotation when the resident is not on call.



2.3.2 Return travel to Winnipeg during a vacation that is taken mid-rotation.

2.3.3 Cost of car rental, mileage, taxi fares, parking or other transportation costs incurred during the rotation itself (except as noted in 2.2.3 above).

2.3.4 Cost of travel or accommodations for elective rotations.

- Electives may be supported with prior approval (in accordance with the DFM Elective policy) and if there is available funding

2.3.5 Cost of family and pet travel or accommodations.

2.3.6 Change fees and charges incurred as a result of flights being rescheduled at the request of the resident.

2.3.7 Change fees for flights missed by residents.

- A resident who misses a flight is responsible for notifying the Northern Remote program administrator or education director immediately, and will receive instruction as to whether the flight should be rebooked.
- If instructed, the resident must rebook the trip on the next available flight him/herself rather than booking through the University of Manitoba travel agent and account. The resident will be responsible for any charges related to this rebooking.

2.4 At any time, if the resident feels that air travel is inadvisable due to adverse weather conditions or other factors, he or she may decline to board the aircraft. In such cases, the resident must immediately notify the Northern Remote program administrator or education director of the decision not to travel. Alternate arrangements will be made by the program administrator.

2.5 If a resident feels that road travel is unsafe due to weather conditions or other factors, they may decide not to travel on a particular day. In such cases, the resident must notify the Northern Remote program administrator immediately of the decision. Residents are encouraged to invest in CAA membership and to carry a cell phone and emergency/survival kit during the winter months.

2.6 The departmental expectation for attendance at academic sessions during any given rotation applies even in the case of missed or cancelled flights, or changes in driving plans. Any alternate clinical duties the resident undertakes due to missed or cancelled travel plans will be credited to the rotation. Alternate clinical duties will be assigned by the Northern Remote program administrator or education director

3. REVIEW AND EFFECT ON PREVIOUS STATEMENTS

3.1 The Review Date for this Policy and Procedure is five (5) years from the date it is approved by the Executive Management Committee, Department of Family Medicine.

3.2 If this document is revised or repealed, any related documents shall be reviewed as soon as possible to ensure that they comply with the revised document, or are in term revised or repealed.



3.3 This Policy supersedes all previous governing documents dealing with the subject matter addressed in this document.

4. POLICY CONTACT

Please contact the Family Medicine Postgraduate Program and Northern Remote program with questions regarding this document.

5. REFERENCES

[Postgraduate Medical Education Resident Safety Policy, University of Manitoba](#)

[Department of Family Medicine Elective Policy, University of Manitoba](#)

[Department of Family Medicine Polices, University of Manitoba](#)

[University of Manitoba Expense Allowances and Rates](#)