



Rady Faculty of Health Sciences Policy

| | |
|----------------------------|--|
| Policy Name: | Rural & Northern Manitoba Learner Placement Reimbursements |
| Application/ Scope: | Learners of the Rady Faculty of Health Sciences and its Colleges, University of Manitoba |
| Approved (Date): | September 7, 2022 |
| Review Date: | September 7, 2027 |
| Revised (Date): | |
| Approved By: | Dean's Council, Rady Faculty of Health Sciences: September 7, 2022 |

1. PURPOSE

- 1.1 The purpose of this policy is to identify what is considered out-of-town rotation, and to outline the parameters surrounding reimbursement for expenses during those learner placements.

2. DEFINITIONS

- 2.1 **Primary Location:** The location where the learner spends the majority of their academic time. Example Bannatyne campus
- 2.2 **Out-of-Town:** A location that is outside of the primary city limits of their primary location
- 2.3 **Out-of-Town travel:** A location within Rural & Northern Manitoba, for which the learner has been assigned and/or approved to travel in relation to RFHS and its Colleges academic education.
- 2.4 **College/Program Directed:** A location scheduled by RFHS and its Colleges as part of the academic schedule.
- 2.5 **Learner Directed:** A location selected and/or requested by the learner.
- 2.6 **Block (post grad):** Is one of thirteen (13) time intervals within each academic year. With the exception of Block one (1), Block seven (7) (Holiday Season break) and Block thirteen (13), all blocks consist of four (4)-week intervals of training and are considered equivalent for the purpose of scheduling educational activities for trainees in the hybrid competency-based medical education model

Block (other than post grad): A practicum placement in a program in Rady Faculty of Health Sciences that is a requirement for completion of the program. Length and requirements vary per program.

3. ACCOMMODATIONS

- 3.1 Learners are expected to stay at designated accommodation locations when out-of-town unless these are confirmed to be unavailable at that time. Where designated accommodation's locations are not available, learners will be reimbursed for reasonable accommodations as approved by the program administrators in consultation with the rural and remote learner placement coordinator. Learners will not be reimbursed for accommodations booked on own without following the above process.
- 3.2 Learners who decline designated accommodations in a given location will be responsible for their own accommodation expense.
- 3.3 Instances where out-of-town locations have designated accommodations available through the Regional Health Authority, payment may be provided directly by the College to the RHA in such cases.
- 3.4 Learners who choose to maintain an ongoing second residence within a community other than their primary locations, will do so at their own expense, and reimbursement will not be provided in these instances.
- 3.5 If a learner chooses to stay with friends or relatives in lieu of renting alternate accommodations in the out-of-town location, the learner will be reimbursed up to the \$200.00 per block (prorated if less) to cover a reasonable gift for the host family.
- 3.6 Accommodations arranged by a learner that are over \$750.00 per block require pre-approval. Pre-approval can be obtained via:

Nursing, Med-Rehab, Pharmacy, Dentistry
Rady.RuralRemotePlacements@umanitoba.ca

Family Medicine
DFMFINANCE@umanitoba.ca

4. **AIRFARE**

- 4.1 Airfare to and from out-of-town learner placements, as approved within Colleges, will be reimbursed for the flight to, and return from, the placement back to the learner's primary location (i.e., one flight at the beginning and one at the end of the block).
- 4.2 Any additional portions of flights not representing the most direct flight to the placement, and corresponding return to the primary location will not be reimbursed. As necessary the equivalent cost of the direct flight will be determined by the RFHS Deans Office, and reimbursement will be provided only up to those levels.
- 4.3 Change fees, incurred at the request of the College/program, will be reimbursed as incurred.
- 4.4 Costs incurred as a result of flight cancellations due to weather will be reimbursed as incurred.
- 4.5 Additionally, mandatory courses or attendance back to Winnipeg will be reimbursed when approved by college.

MILEAGE

- 5.1 Mileage to and from out-of-town learner placements, approved within Colleges, will be reimbursed at UM approved rates as per the UM Travel Policy. If a learner is not scheduled to work during a statutory holiday additional mileage is covered.
- If a learner decides to drive rather than accept an accommodation it is considered self-directed, and mileage will not be reimbursed.
- 5.2 Only incremental kilometers driven above 40km one way from personal residence or teaching site (which every is less) to placement may be claimed.
- 5.3 Any additional mileage not representing the most direct route to the placement, and corresponding return to the primary location or home residence will not be reimbursed.
- 5.4 For northern or remote placement, mileage is reimbursed up to a maximum of the cost of a flight.
- 5.5 An additional round trip is covered if attending a mandatory academic activity.

6. TAXIS/SHUTTLES

- 6.1 Taxis and shuttle services while in community to get to and from accommodations and practice sites need pre-approval. To claim- receipts and proof of pre-approval is required.
- 6.2 If learner is claiming mileage, then they should be driving to and from the practice site and claim mileage (section 5).

7. NON-REIMBURSABLE EXPENSES

- 7.1 Return travel during vacation or mid-placement
- 7.2 Costs of car rentals, taxi's, parking, or other transportation costs incurred (except as noted in 6.1)
- 7.3 Costs related to individuals other than the approved learner, including family and pet travel or accommodations.
- 7.4 Change fees for missed flights or made at the request of the learner.
- 7.5 Additional local travel costs incurred while in placement.

8 Learner-Directed (only)

- 8.1 Accommodations
- Expenses for out-of-town rotations that are learner-directed will generally not be financially supported; although, in exceptional circumstances, the Program Director may decide otherwise

8.2 Mileage

Expenses for out-of-town rotations that are learner-directed will generally not be financially supported; although, in exceptional circumstances, the Program Director may decide otherwise

9. **OTHER FACTORS**

- 9.1 If at any time the learner feels either air travel or road travel is unsafe due to weather factors, they may decide to decline boarding an aircraft or engaging in road travel on a particular day. In such cases the learner is to contact the program administrator or equivalent immediately to inform them of this decision. Alternate arrangements may then be made between the program administrator and learner at that time, with reimbursement of incremental costs incurred in line with the remainder of this policy.
- 9.2 The Department of Family Medicine - Northern/Remote Program has an additional policy for [Air & Ground Travel](#).

10. **CLAIM SUBMISSION**

- 10.1 In order to be eligible for reimbursement, an expense claim must be submitted following the University of Manitoba procedure within 30 days of the end of the rotation.

Any extension of this deadline will only be considered in the event of extraordinary circumstances and requires express written approval from the Program Director.

- 10.2 Submissions need to include:
- RFHS Expense Claim Form (fully completed)
 - RFHS Learner Travel Log (number of trips/distances can be used on log)
 - All receipts
 - Pre-approval – if claiming taxi's/shuttles
 - Email confirmation from the host/hostess that the gift was received must be included with the claim.

- 10.3 Claims are to be submitted via email to the following email address:

Nursing, Med-Rehab, Pharmacy, Dentistry **Family Medicine**
Rady.RuralRemotePlacements@umanitoba.ca DFMFINANCE@umanitoba.ca

*If program is outside of the Winnipeg campuses, please submit to your program coordinator

11. **REFERENCES**

- 11.1 [Learner Reimbursement Forms](#)
- 11.2 [UM Travel Policy & Procedures documents](#)

12. **POLICY CONTACT**

- 12.1 Contact Rady.RuralRemotePlacements@umanitoba.ca , with questions regarding this policy.