

FM RESIDENT TRAVEL SUBSIDY / REIMBURSEMENT POLICY

Queen's Family Medicine (QFM) provides residents with subsidies for travel to help defray the expenses of travelling to core out-of-town rotations, travel for mandatory Academic Days and travel for resident leaders attending events related to their role.

As trainees of a publicly funded institution which is obligated to use its resources as effectively as possible, residents must exercise care when incurring expenses. The principles underlying this policy are safety, reduction of environmental impact and cost effectiveness.

This policy applies to PGY1, PGY2, and Enhanced Skills Queen's Family Medicine CMG, IMG and PHPM residents. This does not apply to DND residents.

CRITERIA FOR SUBSIDY / REIMBURSEMENT

Residents will be subsidized / reimbursed for qualifying travel which is limited to the following:

1. **Academic Day(s), residents' leader meetings and Graduation**
 - a. **IF outside of their home site:**
 - i. Rental car (round trip) and fuel cost subject to rental car selection below (OR mileage subsidy for personal vehicle subject to conditions below), and parking reimbursement for mandatory academic days and meetings. Carpooling is strongly encouraged.
 - ii. Hotel accommodation [will be booked by QFM](#). Residents are required to share rooms. If a resident does not want a room booked for them, they must let the education team know at least 1 week before the event. The penalty for "no show without just cause" is half the room cost.
 - b. IF it is a mandatory academic day (See Academic Day attendance Policy) and the resident is away from their home site on a core rotation
 - i. Rental car (round trip) and fuel cost subject to rental car selection below (OR mileage subsidy for personal vehicle subject to conditions below). Carpooling is encouraged.
 - ii. Hotel costs will not be reimbursed if the academic day takes place at the resident's home site.
2. **Core rotation travel:** Mileage subsidy or airfare (where required) for one round trip, from the home site to the rotation site and back per core rotation, regardless of rotation length.

3. **NOSM registration fee and housing fee:** Receipts must be attached to the claim.
4. **Home visits:** Mileage subsidy for Residents required to use their personal vehicle for travel to and from home visits for core experiences.
5. **FM Graduation if the ceremony is outside of the home site:** Residents are required to book their own rooms using Queen's discounted rates (appendix B). Single room requests will be reimbursed for half the cost of the room. Hotel accommodation should be submitted through ERS and for a full reimbursement, the two residents' names should be included in the comment section.

Mileage subsidy for Residents is \$0.40/km. See Appendix A for common destinations.

Residents will not be subsidized for:

1. Travel to and from elective rotations or elective experiences.
2. Daily travel to and from their rotation (core or electives)
3. Core rotation travel
4. If they live in the city or nearby city/town of their rotation OR the core rotation site is nearby their home residency site
5. CFPC Exam travel.
6. Airline seat selection fees.
7. Excess baggage fees.
8. Expenses to change or cancel transportation or accommodation reservations.
9. Interest charges on outstanding credit card balances.
10. Loss or damage to personal possessions.
11. Meals and grocery supplies.
12. Traffic fines; toll road fees.
13. Travel agent fees.
14. Parking during clinical rotations (except for academic days as listed above)
15. KTI Rotations in Napanee.
 - a. However, if a resident is uncomfortable driving back to their home site after their shift (due to either inclement weather or exhaustion), the DFM welcomes them to use the corporate account at the Hampton Inn Napanee by calling (613)354-5554 and have them direct bill to the DFM-Queen's University account.
16. ERMEP and ROMP Rotations:
 - a. If your rotation was organized and funded through ERMEP or ROMP, you must submit your round-trip travel allowance claim directly to their offices. ERMEP www.ermep.com; ROMP www.romponline.com.

METHOD OF TRAVEL for Qualifying Travel

Residents should choose the method of travel that meets the principles underlying this policy, safety, reduction of environmental impact and cost effectiveness.

Rental Car

We ask residents to carpool with other residents, when possible. When renting, the most economical size car necessary for the number of travelers must be chosen. During the winter months, please request winter tires as appropriate for the weather forecast during your travel time. If winter tires are not available, it is more appropriate to drive a personal vehicle that is equipped with winter tires.

Please select from the list of Preferred Suppliers on the Queen's Procurement Services website: <http://www.queensu.ca/procurement/preferred-suppliers/travel/car-rental>.

Rental cost and fuel expenses can be submitted through ERS with receipts.

Personal Vehicle

If you choose to drive your own vehicle for qualifying travel, a mileage subsidy (Appendix A) may be claimed. If you carpool with other residents, please be aware the Queen's University travel policy states that drivers must have a minimum of \$1,000,000 third party liability insurance. In the event of a claim, the owner of the vehicle will be required to approach his/her own insurer for reimbursement.

Other Transportation

If taking the bus or train is more economical and safer than driving, residents will be reimbursed the cost of economy fare.

SUBMISSION OF CLAIMS

Travel claims may only be submitted after the travel is complete. Claims should be submitted through ERS and follow the [ERS submission guidelines](#).

All claims must be submitted within 60 days of the academic day or final day of the rotation. Claims made after this time may be declined.

Appendix A: Personal Vehicle Use

Home Site	To	Roundtrip KMs	Travel Subsidy Amount / Submit to
Oshawa	Kingston	414	\$165.60
Peterborough	Kingston	394	ROMP for rotation travel only Submit to DFM for academic days \$157.60
Belleville	Kingston	160	\$64.00
Kingston	Belleville	160	\$64.00
Kingston	Bowmanville	382	\$152.80
Kingston	Brockville	168	ERMEP (Hospitalist & Palliative Care) Submit to DFM for academic days \$67.20
Kingston	Campbellford -Warkworth	247	\$98.80
Kingston	Cobourg	302	ROMP Submit to DFM for academic days \$120.80
Kingston	Cornwall	364	ERMEP Submit to DFM for academic days \$145.60
Kingston	London	882	\$352.80
Kingston	Mississauga	569	\$ 227.60
Kingston	Oshawa	414	\$165.60
Kingston	Ottawa	398	\$159.20
Kingston	Peterborough	394	ROMP Submit to DFM for academic days \$157.60
Kingston	Picton	167	\$66.80
Kingston	Port Perry	457	\$182.80
Kingston	Sharbot Lake	150	\$60.00
Kingston	Smiths Falls	191	ERMEP Submit to DFM for academic days \$76.40
Kingston	Toronto	526	\$210.40
Kingston	Trenton	202	ERMEP Submit to DFM for academic days \$80.80

Other locations can be calculated at the rate of \$0.40 / km from home site to destination.

Appendix B: Queen's Hotel Discounts:

Kingston Market Square Marriott Hotel

Location: 285 King St. E., Kingston

Phone: (800) 325-3535

Reservations: (866) 716-8133

[Kingston Marriott](#) | [Marriott Bonvoy](#)

Discount: At time of booking, ask for the Queen's Corporate Rate. Guests must be doing business with Queen's University while using this rate. Does not apply for family or friends visiting students. Based on availability. Blackout dates apply.

Traditional Room - Corporate Rate:

January - April \$159

May - September \$179

October - December \$199

Holiday Inn

Location: 2 Princess Street, Kingston

Contact: Erin Finucan

Phone: (613) 549-8400 x2655

Email: erin.finucan@investhotels.com

[Holiday Inn website](#)

Discount: Queen's University Preferred Corporate Rate: WW.IHG.COM

Enter Corporate I#: 786802198