



Student Travel Support Program

The Mississauga Academy of Medicine (MAM) has teaching sites spread across a significant geographical area. Due to the potential need for MAM students to travel farther distances than students assigned to other U of T academies, a travel subsidy program has been approved to support MAM students across Years 1-3 of the MD Program. There is no travel support available for Year 4 students.

Key Principles across all Years:

- Travel is required within the MD Program, and the *Student Travel Support Program* is intended to ease the travel burden. It is not intended to cover the full costs.
- Parking and vehicle rental are not reimbursable travel expenses.
- Students are expected to use the most economical mode of travel and use the start/end site that provides the most efficient travel costs.
- Acceptable modes of travel along with supporting documentation required for reimbursement are:

Modes of Travel to Eligible Sites / Placements	Supporting Documentation Required
GO Transit/TTC	Original transit stubs, Presto history
Taxi/ridesharing services	Original rideshare email receipts (mobile screenshots do not qualify as original receipts)
Vehicle mileage	Google Map trip showing mileage driven (reimbursable at a current rate of \$0.57/kilometer)

- Students cannot claim for mileage they have not undertaken.
- The maximum daily travel allowance is \$35, and the maximum weekly allowance is \$100.
- Reimbursements for travel subsidy covers the period of April 1 to March 31, and all expenses must be submitted within the applicable time period to be considered eligible.
- **E-signatures will be accepted and all claims will be reimbursed by cheque and sent to the address indicated on the reimbursement form.**

Year 1 & 2 Guidelines:

- At the current time, there is no required travel for year 1 students.
- For year 2 students, travel reimbursement applies to mandatory placements and sessions that require two or more transit systems or when time spent in transit takes longer than one hour.
 - The starting point for Year 2 travel claims is UTM or your physical location (home address or actual starting point), whichever is closest to your destination.
 - For the 2022-23 academic year, the only *potential* requirements for travel are Health in Community Agency visits and the Clinical Skills Ophthalmology session.
- There is no travel subsidy available for:
 - Travel to a downtown Toronto site when the curriculum provides 1.5+ hours of free time between sessions to support travel purposes (i.e. When a morning class at UTM ends at 11:30 am and an afternoon class at St. George begins at 1 pm, students are expected to use the free UTM shuttle service).
 - FMLE placements – refer to the MD Program Financial Aid website for details about FMLE funding through the travel stipend: <https://md.utoronto.ca/financial-aid>



Year 3 Guidelines:

- Travel subsidy is only eligible for **Year 3 core clerkship** centrally-delivered seminars/exams and placements **outside** the MAM catchment area.
 - The catchment area comprises UTM, Trillium Health Partners, Brampton, Etobicoke, Oakville and Burlington.
 - Travel required to the St George Campus for the TTC curriculum **does not** qualify for subsidy
- The starting point for Year 3 travel claims is the Trillium Health Partners site (Mississauga Hospital or Credit Valley Hospital) where you are currently on rotation, **or** your physical location (home address or actual starting point), whichever is closest to your destination.
- Rotations through ROMP are not eligible for travel subsidy through MAM – refer to the ROMP website for details about ROMP funding: <https://romponline.com/travel-and-accommodation-policy/>
- **Table 1** on page 2 lists standardized mileage to common clerkship locations from base THP rotation sites and do not require additional mileage documentation. Mileage claims to sites not listed in Table 1 below will require supporting mileage documentation (i.e. Google Maps).

Table 1: Year 3 Travel Support Standardized Mileage

<i>(One Way Trip) To:</i>	From: <u>Mississauga Hospital</u>	From: <u>Credit Valley Hospital</u>
<i>Downtown Toronto:</i> <ul style="list-style-type: none"> • Kensington Eye Institute • Mount Sinai Hospital • Sick Kids Hospital • St. Michael's Hospital/Li Ka Shing Knowledge Institute • Toronto General Hospital • Toronto Rehabilitation Institute • Touchstone Institute • Women's College Hospital 	25 km	36 km
North York General Hospital	38 km	43 km
St. Joseph's Health Centre	18 km	28 km
Sunnybrook Hospital	40 km	45 km

Instructions for Completion:

- Fully complete the Expense Reimbursement Form (page 3), along with any applicable travel support documentation (page 4). It is the claimant's responsibility to ensure all fields are completed accurately upon submission.
- Ensure that required **original itemized receipts and supporting documentation are included**
- All claims will be reimbursed by cheque. *Reimbursements by cheque can take up to 35 days to be processed and mailed. It is the claimant's responsibility to provide an appropriate address given this timeframe.*
- Submit fully completed expense reimbursement forms with **e-signatures** and supporting documentation to the MAM Financial Officer for processing. For questions, please contact us at utm.medfinance@utoronto.ca.

VERSION – FEBRUARY 2023

MISSISSAUGA ACADEMY OF MEDICINE, TEMERTY FACULTY OF MEDICINE

Terrence Donnelly Health Sciences Complex, 3359 Mississauga Road, 2nd floor, Mississauga, Ontario L5L 1C6 Canada

www.md.utoronto.ca/MAM



Expense Reimbursement Form

Students: Before completing this reimbursement form for travel expenses, please refer to the *Student Travel Support Program* on [pages 1-2](#) for eligibility details and instructions for completion.

First Name: _____ **Last Name:** _____

Student 2T _____ **OR** **MAM Staff/Faculty**

Reason for Reimbursement:

- Year 2 Travel** – Complete pages 3 & 4
- Year 3 Travel** – Complete pages 3 & 5
- Other:** _____

Total Amount Claimed: \$ _____

Mail to Address – All Claims

Address:	
City/Province:	Postal Code:

(Note: Allow 35 days for processing of cheques - provide the appropriate mailing address given this timeframe.)

By signing below, I confirm that all of the information provided in this application is true and complete.

Claimant Signature:	Date:
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Expense Reimbursement Form –Year 2 Travel Support

Date / Period of Travel (dd-mm-yy)	Starting Point ¹	Name & Address of Agency/Placement, including postal code	Mode of Travel (include kms as applicable)	Claim Amount ² (Receipt amount or mileage at \$0.57 per km)

¹ Starting point = UTM or your physical location (home address or actual starting point), whichever is closest to your destination

Carpooling Details: For each of the above claims, please indicate students who travelled together, and date of travel.

Passenger(s) - First and Last Name	Date of Travel

Total Amount Claimed: \$ _____



Expense Reimbursement Form –Year 3 Travel Support

Date / Period of Travel (dd-mm-yy)	Starting Point ¹	Name of Seminar, Exam or Rotation	Destination	Mode of Travel (include kms as applicable)	Claim Amount ² (Receipt amount or mileage at \$0.57 per km)

¹ Starting point = THP assigned base site (MH or CVH) where you are on rotation or your physical location (home address or actual starting point), whichever is closest to your destination
² Maximum daily allowance = \$35; Maximum weekly allowance = \$100

Carpooling Details: For each of the above claims, please indicate students who travelled together, and date of travel.

Passenger(s) - First and Last Name	Date of Travel

Total Amount Claimed: \$ _____