

Travel Allowance for Community Rotations

Undergraduate clerks doing core rotations and Postgraduate residents doing mandatory rotations are reimbursed for travel expenditures to and from their community placements outside of Kingston.

The cost for 1 return trip for each completed two-week time period is available for reimbursement. Requests for further travel reimbursements related to study/program requirements will need to be made by the Undergraduate Dean or Postgraduate Dean to the Regional Education office. The discipline specific core clerkship coordinator identifies the core community rotation. The Postgraduate Residency Director identifies the mandatory community Postgraduate rotation.

The clerk or resident will need to maintain expenditure receipts for their travel but do not need to submit same to Regional Education office.

The request for reimbursement should be directed to:

**Regional Education
School of Medicine
Queen's University
21 Arch Street
Abramsky Hall, Room 220
Kingston, ON K7L 3N6**

E-mail: regional@queensu.ca

For reimbursement you will need to provide the following information:

- Name
- Student #
- SIN #
- Date of Birth
- Discipline
- Dates of rotation
- Location of rotation

Address where you would like your cheque mailed or indicate if you wish to pick up your cheque at the Regional Education office.

NOTE: please allow 4-weeks for receipt of this travel allowance.

Travel Reimbursement Deadline:

Travel reimbursement requests must be submitted to the Regional Education office by September 30th of the graduating year of the Clerk Learners and September 30th of the subsequent PG year of the Resident Learners.

Expenses for meals during travel will be the responsibility of the student/resident. The Regional Education office cannot reimburse rotations at a farther distance than South Eastern Ontario region. The Regional Education office will provide information as to other regional funding sources for accommodation and travel allowance reimbursement. Placements organized and funded through ERMEP/NOSM/ROMP/SWOMEN will have travel expenses reimbursed according to the updated web pages for these Regional Educational programs.

ERMEP www.ermep.com
NOSM www.nosm.ca

ROMP www.romponline.com
SWOMEN www.schulich.uwo.ca/swomen

Individual return trip “\$” amounts for each completed 2-week time period according to location/distance from Kingston:

Arnprior	105.00
Barrie	165.00
Belleville, Bancroft, Picton, Trenton	45.00
Brampton	120.00
Brockville	55.00
Campbellford	50.00
Cobourg	65.00
Cornwall	95.00
Kitchener	140.00
Markham, Stouffville	120.00
Mississauga	120.00
Napanee	30.00
Oshawa	110.00
Ottawa	105.00
Pembroke	105.00
Perth, Smiths Falls	55.00
Peterborough	110.00
Renfrew	105.00
Sharbot Lake	45.00
Toronto	120.00
Winchester	95.00