



School of Nursing

1.0 PREAMBLE

The following policy reflects the importance of fair and consistent practices for the School of Nursing regarding reimbursement of travel-associated expenses for Nurse Practitioner (NP) students in the Master of Public Health (MPH) and Master of Nursing (MN) programs, related to requirements for lab and clinical practicum learning.

2.0 DEFINITIONS

NP students made aware at the beginning of their studies that they are responsible for travel to lab/seminar and clinical practicum experiences and are aware of the requirement to travel and incur expenses for these in-person program requirements. However, Lakehead University may offer travel-associated reimbursement based on criteria listed below to offset some of these costs for students. This reimbursement is not a guarantee and is based availability of funds in the budget each year.

As such, travel that is in excess of 100km (one way) is eligible for submission for consideration of reimbursement of travel and lodging expenses for the remaining kilometers to be reimbursed. For example a student required to travel 130 km to placement (on way) and 130 km back home, can request reimbursement on that travel day of 60 km.

This policy is intended to be flexible and responsive to the unique needs of students in each academic term. Once a submission is submitted, it will be reviewed and reimbursements allocated proportionally. Please note it is rare to have students reimbursed fully for their total costs.

3.0 POLICY

3.1 NP Student Travel Expense Reimbursement

- The allocated annual budget for this will be divided into two. Half to be allocated to IP practicum and/or lab/seminar/OSCEs (occurs over summer months; documentation to be received by September 15) and half to the Fall/Winter terms and activities (occurs in Fall/ Winter and covers AHAD and THERA courses; documentation to be received by April 15). If money remains from the summer term allocation, it will be used to supplement the Fall/Winter terms. No paid travel or accommodations will be considered outside of our placement catchment area.
- Normally, students can receive a maximum of \$2500 in travel expense reimbursement for a single submission.
- If the collective requests for reimbursements exceed the annual budget amount, each student requesting reimbursement will receive an equal percentage of the available reimbursement funds.
- Students are required to submit all documentation, as follows: map from home to university or practicum location; D.2 Ontario PHCNP Program Rural & Remote Student Reimbursement Form; Lakehead University Travel Expense Statement Form; Lakehead University Travel Authorization Form; overnight lodging receipts (e.g., hotel, Airbnb); documentation of transportation costs (e.g., mileage [paid at set rate]; note gas receipts are not required).
- Please note that required paper work utilizes existing Lakehead University employee reimbursement claim forms. Sections not applicable to NP students for reimbursement include: registration fees, airfare, meals, car rental, daily incidentals, taxi/ground transportation, parking, and accommodations specific to friends/relatives \$50/day. Please utilize the section titled "other" for consideration of expenses beyond mileage and accommodations.