

# Mac-CARE Travel and Housing Policy

## LEARNER ARRANGED HOUSING PROCESS

For learners wishing to arrange their own temporary housing, please refer to the Mac-CARE Travel & Housing Policy for further guidelines and stipulations.

Here are the steps for beginning the learner arranged housing process:

**Step 1: Find a suitable housing location in the rotation community (here are some options):**

- Mac-Off Campus Housing
- CFMS Housing Directory
- Facebook group
- Medshousing Directory
- Air BnB
- Kijiji

**Step 2: Learner Arranged Housing Form & Acknowledgement Form are completed:**

Once a suitable landlord has been secured, the Learner Arranged Accommodation Request form is filled out and signed by the learner and the landlord and submitted to the Mac-CARE Program Manager for approval at least one month prior to the start of rotation. The learner also submits the signed Mac-CARE Travel & Housing Policy Acknowledgement Form.

**Step 3: Approval Received for Learner Arranged Housing:**

The approved Learner Arranged Housing Form is returned to the learner and Mac-CARE Coordinator.

**Step 4: Invoice or Receipt for Housing is submitted:**

An invoice from the Landlord is received. (If the Landlord does not have access to an invoice, they are welcome to use the "generic invoice" located on the Mac-CARE website/accommodation.) If the learner has paid the landlord directly, then proof of housing payment in full must be submitted for reimbursement.

**Step 5: Travel Reimbursement:**

Learner Rotation Expense Form for travel reimbursement is also submitted for reimbursement.

**Step 6: Mac-CARE Payment Process:**

**Landlord:** Mac-CARE forwards a cheque to the landlord at the address indicated on the Accommodation Invoice *after the rotation is over*.

**Learner:** Mac-CARE forwards a cheque to the learner for reimbursement of travel/housing.

Please note that it might take McMaster Finance up to 90 days to issue payment.

All references and forms are located on the Mac-CARE website. If you should need additional information or support, please contact [maccare@mcmaster.ca](mailto:maccare@mcmaster.ca) or call (905) 525-9140, ext. 22046.