



Program for Reimbursing Expenses of Living Organ Donors – PRELOD

Application Checklist

To ensure that your PRELOD application is processed as quickly as possible, please ensure that all the correct forms and supporting documentation are submitted. To be considered for reimbursement, ***all forms must be received no later than 12 months after donor surgery or your last assessment visit at the Transplant Hospital.*** Please refer to the Application Checklist (below) prior to completing your application package.

FORM	WHEN TO APPLY / COMPLETE	REQUIRED SUPPORTING DOCUMENTATION	OTHER
☐ Application Form, Section A	Submit Section A as soon as possible to open a file with PRELOD.		
☐ Application Form, Section B	Submit Section B after actual expenses have been incurred for travel, parking/public transit, accommodations, meals and/or meal allowance.	Provide original* receipts for all incurred costs. If claiming mileage, please complete Section C of the Application Form. * If you are also applying to the Northern Health Travel Grant (NHTG), please note that duplicate receipts may be accepted if the original was submitted to NHTG.	If you are applying for Meal Allowance, you are not eligible to claim for Accommodations and Meals. If you are claiming expenses for travel from outside of Ontario, please ensure that the Support to Travel Letter is completed prior to travelling to Ontario.
☐ Application Form, Section C	Complete only if claiming mileage. Submit Section C with Section B of the <i>Application Form</i> .		
☐ Income and Benefit Verification Form	You should complete and submit the <i>Income and Benefit Verification Form</i> as soon as donor surgery is scheduled.	Proof of amounts specified in Sections A, B and D of the <i>Form</i> are required. Supporting documentation may include: Pay Statement, Benefit Statement and an Employment Insurance Statement. For self-employed applicants, please include the previous 2 years CRA income tax assessment.	

☐ Support to Travel Letter	Have the <i>Support to Travel Letter</i> completed if you are travelling from outside of Ontario (Canada and International) for assessment or surgery to become a Living Organ Donor <i>prior to travelling to Ontario.</i> Submit the <i>Letter</i> with Section B of the <i>Application Form</i>.		
☐ Loss of Income Certificate	Complete the <i>Certificate</i> with your Transplant Physician as soon as donor surgery is scheduled. Submit with the <i>Income and Benefit Verification Form</i>.		
☐ Consent to Sharing of Personal Information with the Northern Health Travel Grant (NHTG) for the Purposes of Determining Eligibility for Reimbursement	If you are applying to the NHTG and PRELOD, please submit the <i>Consent</i> with Section A of the <i>Application Form</i> to minimize delays in processing your application.		We are unable to proceed with processing applicants who have applied to both NHTG and PRELOD, unless a <i>Consent Form</i> has been completed