

## Postgraduate Medical Education (PGME)

Title:	<b>Geographically Distributed Travel and Reimbursement Policy</b>	Number:	<b>018</b>
Approved By:	<i>Approved by FREC June 24, 2014 Revised and Approved by FRC September 30, 2014 Revised and Approved by PGMEC 12 June, 2018</i>		
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### Preamble

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As trainees of a public institution which aims to use its resources as effectively as possible, residents must exercise care when incurring travel expenses. It is the responsibility of the traveler to make the most economical travel and accommodation arrangements possible.

### Policy

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Residents enrolled in distributed programs are funded to travel from their distributed site to Vancouver once per 4 week block (maximum 13 trips per year) to attend Academic Half Day and/or other mandated pre-approved educational activities, in order to maintain linkages with their home program:

Residents may claim expenses up to \$600 per trip (\$700 for remote sites with pre-approval), to a maximum of 13 trips per academic year. This \$600 INCLUDES the cost of any pre-paid fare (e.g. airline tickets dispensed by the Regional Specialty Program office in Victoria).

### Procedures for Reimbursements

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Claims for reimbursement of travel expenses must be submitted on the Resident Reimbursement form and ideally submitted within 30 days. Claims must have:

- Purpose and duration of the rotation
- Clearly detailed expenses supported by original dated receipts
- Original signatures of resident and Program Director/Program Administrator

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#### Receipts

Original itemized dated receipts MUST be submitted – photocopies, cancelled cheques, and credit card statements are not acceptable. All receipts must coincide with the dates of event in Vancouver.

- Airline tickets (if not supplied by the Regional Specialty Office in Victoria): Electronic tickets. A copy of the itinerary/receipts is acceptable. Receipt must show ticket number, breakdown of cost and form of payment.
- Hotel/Apartment/B&B Rental – Original itemized receipt from market properties only.
- Toll fees/Ferry/Bus/Taxi – original dated receipts only

#### Reimbursable Expenses

- Travel
  - Return economy airfare (if not supplied by the Regional Specialty Office in Victoria)
  - Mileage – to and from site (including mileage while using car share)
  - Ferry
  - Ferry Reservation fee
  - Parking
  - Bus Fare to and from site
  - Taxi – to and from airport/bus depot (to a maximum of \$40 CAD)
  - Public transit to and from air/bus depot
- Accommodation

Residents are eligible for one night's accommodation per block. Should a resident be unable to travel back due to flight/ferry cancellations, an additional one night's accommodation may be claimed. Residents are expected to stay in moderately priced hotels/B&B's (maximum \$200/night for a single occupant, or \$200 + \$100 per additional eligible traveler for shared accommodations). Examples of acceptable hotels include, but are not limited to:

  - Best Western
  - Park Inn
  - Holiday Inn

#### Non-reimbursable Expenses

This list is not exhaustive and the Postgrad Dean's office reserves the right to reject other expenses not itemized below:

- Interest charges on outstanding charge card balances
- Loss or damage to personal possessions
- Parking and traffic fines
- Automobile rental
- Expenses to change or cancel transportation or accommodation reservations
- Excess baggage fees
- Assured Boarding fee (BC Ferries)
- Airline Seat Selection Fees

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- Expenses of family members unless pre-authorized
- Meals and grocery supplies
- Travel Agent Fees
- Car share fees

The completed reimbursement form is to be approved by the Program Director/Program Administrator at the distributed site and forwarded to the postgraduate deans' office for processing. If programs require their residents to travel back to Vancouver for any event OTHER than the monthly academic half-day or other, pre-approved academic activities, the program will be responsible to pay the travel expenses.

Action	Committee	Date	Status