

Postgraduate Medical Education (PGME)

Title:	Resident Mandated Travel and Reimbursement Policy	Number:	016a
Approved By:	<i>Approved by FREC June 24, 2014</i> <i>Approved by FRC September 30, 2014</i> <i>Revised and Approved by PGMEC February 13, 2018</i>		
Contact:	postgrad@postgrad.med.ubc.ca		

Preamble

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

The Ministry of Health has mandated that postgraduate resident training occur at distributed sites throughout the province.

The Ministry of Health provides funding to support the travel and accommodation of residents mandated to undertake training at Faculty of Medicine identified distributed sites.

Where possible, the Postgraduate Dean's Office has procured long term leases of appropriate furnished accommodation for residents undertaking training at distributed sites.

Where accommodations are not provided, residents will be reimbursed for market accommodations rented at mandated distributed sites at the rates specified below.

Residents are responsible for booking all travel arrangements, including accommodations, where no prepaid accommodations are available.

Residents should make travel arrangements well in advance of rotation dates in order to take advantage of savings available by booking early.

Procedures for Reimbursements

Claims for reimbursement of travel expenses must be submitted on the Resident Reimbursement Form, and ideally be submitted within 30 days of return from rotation. Claims must have:

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

Receipts

Original itemized dated receipts MUST be submitted; photocopies, cancelled cheques, and credit card statements are not acceptable. All receipts must coincide with dates of rotation.

- Airline Tickets: 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 receipt from market properties only.
- Ferry/Bus/Taxi – original dated receipts only

Expenses covered

- Travel
 - Reimbursement for economy airfare or mileage (@.50/km) to a maximum of \$700 round trip (up to \$1,000 for remote locations on pre-approval)
 - For multi-block mandatory rotations, return trip to program base at the end of every four week block or a return trip for the resident's partner to a maximum of \$700 economy airfare return or mileage from program base (\$.50/km)
 - Return trip to program base for educational activities deemed mandatory by the program director and with PRIOR written approval by the postgraduate deans' office to a maximum of \$700 economy airfare return or mileage (\$.50/km)

Allowable travel expenses are:

- Economy Airfare -
- Bus Fare to and from site
- Mileage – to and from site
- Taxi to and from airport/bus depot
- Ferry
- Public transit to and from air/bus depot
- Ferry Reservation Fee
- Accommodation
 - Up to \$100 for host gift if accommodation is provided without charge by the host site
 - Subject to this policy, if housing is not in place, \$1400 per month (market properties). Accommodation exceeding \$1400/month must be pre-approved by the Postgraduate Dean's Office with a minimum of 4 weeks notice.
 - For the purposes of this policy, the monthly maximum reimbursement rate will be treated as equivalent to a single rotation (28 days), and pro-rated for any duration less than 26 days or greater than 31, inclusive.

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Expenses not covered

Expenses that are not reimbursable (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
- Cash equivalents for airline or credit card points
- Meals and grocery supplies
- Travel Agent Fees

Action	Committee	Date	Status