

# Travel Reimbursement Policy Summary

	Mandatory Distributed Rotation	Academic Day	Victoria Moving Expenses(BCY)	Offsite call-back	Extended Commuting	
<b>Submission Deadline</b>	<b>Within 30 days of return from the trip</b>					
<b>Transportation</b>	<b>Max</b>	<ul style="list-style-type: none"> <li>•\$700 (\$1,000 for remote)per 4-week rotation(resident or partner)</li> <li>• See list of eligible remote locations on PGME website</li> </ul>	<ul style="list-style-type: none"> <li>• \$600 (\$700 for remote) for transportation &amp; accommodations</li> <li>• See list of eligible remote locations on PGME website</li> <li>• max <b>13 trips</b> per academic year</li> <li>• \$600 (\$700 for remote) includes cost of any pre-paid fare(Quick ticket)</li> </ul>	<ul style="list-style-type: none"> <li>• \$1,000 for transportation, movers, rental trucks&amp; accommodations (moving/scouting trips)</li> </ul>	<b>N/A</b>	<b>N/A</b>
	<b>Ferry</b>	Reservation fee + fares Not reimbursable item: Change/Cancellation fee			<b>N/A</b>	<b>N/A</b>
	<b>Airfare</b>	Return economy airfare + first baggage fee  Not reimbursable items: <ul style="list-style-type: none"> <li>• Seat selection fee</li> <li>• Travel agent fee</li> <li>• Change fee</li> <li>• Excess baggage fee</li> <li>• Cash equivalents for airline or credit card points</li> </ul>			<b>N/A</b>	<b>N/A</b>
	<b>Taxi/bus</b>	<ul style="list-style-type: none"> <li>• Bus Fare to and from site</li> <li>• Taxi to and from airport/bus depot</li> </ul>	<b>Max \$40/one way</b> <ul style="list-style-type: none"> <li>• Bus Fare to/from home site &amp; training site</li> <li>• Taxi to/from airport/bus depot</li> <li>• Not reimbursable item: transportation to/from accommodation &amp; training site</li> </ul>	<ul style="list-style-type: none"> <li>• Bus Fare to and from site</li> <li>• Taxi to and from airport/bus depot</li> </ul>	Taxi from accommodation /hospital to hospital	Taxi from home base to distributed site(hospital to hospital)
	<b>Mileage</b>	<b>\$0.5/km</b> <ul style="list-style-type: none"> <li>• Refer to Mileage Grid for mileage calculation</li> <li>• Attach a Google Map Printout from home base to distributed site (hospital to hospital) if site is unavailable in the Grid</li> <li>• Remove distance from 2 ferry terminals</li> </ul>	<b>\$0.5/km</b> <ul style="list-style-type: none"> <li>• Refer to Mileage Grid for mileage calculation</li> <li>• Attach a Google Map printout from home base to distributed site (hospital to hospital) if site is unavailable in the Grid</li> <li>• Remove distance from 2 ferry terminals</li> </ul>	<b>\$0.5/km</b> <ul style="list-style-type: none"> <li>• Attach a Google Map printout from Vancouver Island to Vancouver Mainland</li> <li>• Remove distance from 2 ferry terminals</li> </ul>	<b>\$0.5/km</b> <ul style="list-style-type: none"> <li>• Refer to Mileage Grid for mileage calculation</li> <li>• Attach a Google Map printout from home base to distributed site (hospital to hospital) if site is unavailable in the Grid or accommodation to/from hospital</li> </ul>	<b>\$0.5/km</b> <ul style="list-style-type: none"> <li>• Reimbursable when resident is required travel more than <b>40km</b> to a mandatory rotation</li> <li>• Refer to Mileage Grid for mileage calculation</li> <li>• Attach a Google Map printout from home base to distributed site (hospital to hospital) if site is unavailable in the Grid</li> </ul>
<b>Parking</b>	<b>N/A</b>	✓	✓	<ul style="list-style-type: none"> <li>• On-call parking at hospitals within Vancouver Coastal Health is reimbursed through VCH</li> <li>• Use the On-call Parking Form</li> <li>• All other residents should submit their on-call parking reimbursement requests through the hospital where they are working.</li> </ul>	<b>N/A</b>	
<b>Accommodation</b>	<b>Max</b>	<b>\$1,400</b> per 4-week rotation	<ul style="list-style-type: none"> <li>• \$200 per night</li> <li>• \$100 more per night for each additional resident sharing(list full name of each resident)</li> </ul>	<ul style="list-style-type: none"> <li>• Accommodation during scouting trips</li> <li>• Accommodation is part of \$1,000</li> </ul>	<b>N/A</b>	<b>N/A</b>
		Pro-rated for any duration less than 26 days or greater than 31, inclusive	Accommodation is part of the \$600			

\* Any reimbursement requests above the maximum amount must be pre-approved by PGME prior travel arrangement.