

Travel Reimbursement Policy Summary

	Mandatory Distributed Rotation	Academic Day	Victoria Moving Expenses(BCY)	Offsite call-back	Extended Commuting	
Submission Deadline	Within 30 days of return from the trip					
Transportation	Max	<ul style="list-style-type: none"> •\$700 (\$1,000 for remote)per 4-week rotation(resident or partner) • See list of eligible remote locations on PGME website 	<ul style="list-style-type: none"> • \$600 (\$700 for remote) for transportation & accommodations • See list of eligible remote locations on PGME website • max 13 trips per academic year • \$600 (\$700 for remote) includes cost of any pre-paid fare(Quick ticket) 	<ul style="list-style-type: none"> • \$1,000 for transportation, movers, rental trucks& accommodations (moving/scouting trips) 	N/A	N/A
	Ferry	Reservation fee + fares Not reimbursable item: Change/Cancellation fee			N/A	N/A
	Airfare	Return economy airfare + first baggage fee Not reimbursable items: <ul style="list-style-type: none"> • Seat selection fee • Travel agent fee • Change fee • Excess baggage fee • Cash equivalents for airline or credit card points 			N/A	N/A
	Taxi/bus	<ul style="list-style-type: none"> • Bus Fare to and from site • Taxi to and from airport/bus depot 	Max \$40/one way <ul style="list-style-type: none"> • Bus Fare to/from home site & training site • Taxi to/from airport/bus depot • Not reimbursable item: transportation to/from accommodation & training site 	<ul style="list-style-type: none"> • Bus Fare to and from site • Taxi to and from airport/bus depot 	Taxi from accommodation /hospital to hospital	Taxi from home base to distributed site(hospital to hospital)
	Mileage	\$0.61/km <ul style="list-style-type: none"> • Refer to Mileage Grid for mileage calculation • Attach a Google Map Printout from home base to distributed site (hospital to hospital) if site is unavailable in the Grid • Remove distance from 2 ferry terminals 	\$0.61/km <ul style="list-style-type: none"> • Refer to Mileage Grid for mileage calculation • Attach a Google Map printout from home base to distributed site (hospital to hospital) if site is unavailable in the Grid • Remove distance from 2 ferry terminals 	\$0.61/km <ul style="list-style-type: none"> • Attach a Google Map printout from Vancouver Island to Vancouver Mainland • Remove distance from 2 ferry terminals 	\$0.61/km <ul style="list-style-type: none"> • Refer to Mileage Grid for mileage calculation • 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 	\$0.61/km <ul style="list-style-type: none"> • Reimbursable when resident is required travel more than 40km to a mandatory rotation • Refer to Mileage Grid for mileage calculation • Attach a Google Map printout from home base to distributed site (hospital to hospital) if site is unavailable in the Grid
Parking	N/A	✓	✓	<ul style="list-style-type: none"> • On-call parking at hospitals within Vancouver Coastal Health is reimbursed through VCH • Use the On-call Parking Form • All other residents should submit their on-call parking reimbursement requests through the hospital where they are working. 	N/A	
Accommodation	Max	\$1,400 per 4-week rotation	<ul style="list-style-type: none"> • \$200 per night • \$100 more per night for each additional resident sharing(list full name of each resident) 	<ul style="list-style-type: none"> • Accommodation during scouting trips • Accommodation is part of \$1,000 	N/A	N/A
		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.