

## Postgraduate Medical Education (PGME)

Title:	<b>Resident Mandated Rural Outreach Rotations</b>	Number:	<b>016b</b>
Approved By:	PGME Committee September 24, 2019 Revised rate change per operational requirements Feb 16, 2023 (Effective Jan 1, 2023 onwards)		
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### Preamble

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Where PGME programs require Residents to visit rural communities to provide mandatory Outreach care as part of their training, reimbursement of reasonable expenses will be supported. Commonly, Outreach opportunities are short visits (often no more than 1-4 days) which are dissimilar to regular block rotations.

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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#### 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 the outreach program. Claims must have:

- Purpose and duration of the outreach program
- 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

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- Reimbursement for economy airfare or mileage ([at the Canada Revenue Agency prescribed rate](#)) to a maximum of \$700 round trip (up to \$1,000 for remote locations on pre-approval)
- In extenuating circumstances, where airfare is identified to be greater than above and the Program Director has identified budget, the proposal may go through the PGME office for approval.

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
  - Reasonable accommodation expenses are eligible for reimbursement.
  - Residents are expected to stay in moderately priced accommodation. For example hotels/B&B's with a maximum \$250/night for a single occupant, or \$250 + \$100 per additional eligible traveler for shared accommodations. Residents are requested to ask for government rates when booking hotels.

### 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

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#### Related Policies

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Policy 015 - [Accommodation Policy - Mandated Rotations](#)

Policy 016a - [Resident Mandated Travel and Reimbursement Policy](#)

Policy 017 - [Reimbursement Policy for Rotations Requiring Extended Commutes](#)

Policy 018 - [Geographically Distributed Travel and Reimbursement Policy](#)

Action	Committee	Date	Status
Approved	PGME Executive Subcommittee	June 25, 2019	Pending final approval by PGME Committee in Sept. 2019
Approved	PGME Committee	September 24, 2019	Approved
Approved	Per Operational Requirements (Reimbursement Rate Change)	February 16, 2023	Active – Rate change effective Jan 1, 2023 onwards