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**	•**$700** (**$1,000** for remote)per 4-week rotation(resident or partner) • See list of eligible remote locations on PGME website	• **$600** (**$700** for remote) for transportation & accomodations • 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)	**$1,000** for transportation, movers, rental trucks& accomodations (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 reimburesable items: • 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	• Bus Fare to and from site • Taxi to and from airport/bus depot	**Max $40/one way** • Bus Fare to/from home site &training site • Taxi to/from airport/bus depot • Not reimbursable item: transportation to/from accomodation &training site	• Bus Fare to and from site • Taxi to and from airport/bus depot	Taxi from accomodation /hospital to hospital	Taxi from home base to distributed site(hospital to hospital)
	Mileage	**$0.68/km** • 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	**$0.68/km** • 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	**$0.68km** • Attach a Google Map printout from Vancouver Island to Vancouver Mainland • Remove distance from 2 ferry terminals	**$0.68/km** • 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 accomodation to/from hospital	**$0.68/km** • 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**	✓	✓	• 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	•**$250** per night •$100 more per night for each additional resident sharing(list full name of each resident)	• Accomodation during scouting trips • Accomodation 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.
Last update: Feb 17,2023