

Postgraduate Medical Education (PGME)

Title:	Geographically Distributed Travel and Reimbursement Policy	Number:	018
Approved By:	<i>Revised and Approved by PGMEC June 12, 2018 Operational Update June 23, 2025</i>		
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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

Residents enrolled in distributed programs are funded to travel from their distributed site to home site/training site once per 4 week block (maximum 13 trips per year) to attend Academic Half Day and/or other mandated pre-approved educational activities, in order to maintain linkages with their home program:

Residents may claim expenses up to \$750 per trip (\$850 for remote sites), to a maximum of 13 trips per academic year. This \$750 INCLUDES the cost of any pre-paid fare (e.g. airline tickets dispensed by the Regional Specialty Program office in Victoria).

Procedures for Reimbursements

Claims for reimbursement of travel expenses must be submitted on the [Resident Reimbursement Site](#) and ideally submitted within 30 days. Claims must have:

- Purpose and duration of the rotation
- Clearly detailed expenses supported by original dated receipts

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Receipts

- The scan of the original itemized dated receipts MUST be submitted UBC PGME Resident Reimbursement Site – photocopies, cancelled cheques, and credit card statements are not acceptable. All receipts must coincide with the dates of event.
- Airline tickets (if not supplied by the Regional Specialty Office in Victoria): 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 itemized receipt from market properties only.
- Toll fees/Ferry/Bus/Taxi – original dated receipts only
- We are unable to reimburse for lost or missing receipts.

Reimbursable Expenses

- Travel
 - Return economy airfare + first baggage fee (if not supplied by the Regional Specialty Office in Victoria)
 - Mileage – to and from site (including mileage while using car share, at the [Canada Revenue Agency prescribed rate](#))
 - Ferry
 - Ferry Reservation fee
 - Parking at the airport/bus depot/ferry terminal
 - Bus Fare to and from site
 - Taxi – to and from airport/bus depot/ferry terminal (to a maximum of \$40 CAD)
 - Public transit to and from air/bus depot
- Accommodation
 - Residents are eligible for one night's accommodation per block. Should a resident be unable to travel back due to flight/ferry cancellations, an additional one night's accommodation may be claimed. Residents are expected to stay in moderately priced hotels/B&B's (maximum Up to \$350/night for a single occupant, or \$350 + \$100 per additional eligible traveler for shared accommodations). Examples of acceptable hotels include, but are not limited to:
 - Best Western
 - Sutton Place Hotel
 - Holiday Inn
 - Hotel reimbursement is based off of government rates, as such residents are anticipated to ask for government rates when booking hotels.
 - Up to \$100 for host gift if accommodation is provided without charge by the host. In order to be eligible for reimbursement. All host gifts must be compliant with UBC rules around donations and gifts. Please see [here](#) for more information.

Non-reimbursable Expenses

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
- Parking at the training site
- Automobile rental
- Expenses to change or cancel transportation or accommodation reservations
- Excess baggage fees
- Assured Boarding fee (BC Ferries)
- Airline Seat Selection Fees
- Expenses of family members unless pre-authorized
- Meals and grocery supplies
- Travel Agent Fees
- Car share fees
- Cash equivalents for airline or credit card points

The completed reimbursement form is to be approved by the Program Director/Program Administrator at the distributed site on the Resident Reimbursement Site and forwarded to the postgraduate deans' office for processing. If programs require their residents to travel to home site/training site for any event OTHER than the monthly academic half-day or other, pre-approved academic activities, the program will be responsible to pay the travel expenses.

Action	Committee	Date	Status
Approved	FREC	June 24, 2014	Approved
Approved	Revised and Approved by FRC	September 30, 2014	Approved
Approved	Revised and Approved by PGMEC	June 12, 2018	Approved
Approved	Operational Update	February 16, 2023	Active – rate change effective Jan 1, 2023 onwards
Approved	Operational Update	April 27, 2023	Active – rate change effective immediately
Approved	Operational Update	June 23, 2025	Hotel rate adjusted – change effective July 1, 2025