

Travel Reimbursement Policy Summary

	Mandatory Distributed Rotation	Rural Outreach	Academic Day Travel over 40km only	Offsite call-back	Extended Commuting Travel over 40km only	
Submission Deadline	Within 30 days of activity completion					
Travel *Please note that cash equivalents for travel points/loyalty programs are not reimbursable	Max	<ul style="list-style-type: none"> •Max \$700 (\$1,000 for remote) per minimum 4-week rotation for resident's travel only •See list of eligible remote locations on PGME website •Max \$700 for each mid-rotation trip for rotations of 2 or more blocks (resident or partner) 	<ul style="list-style-type: none"> •Max \$700 (\$1,000 for remote) per rotation •See list of eligible remote locations on PGME website 	<ul style="list-style-type: none"> •Max \$650 (\$750 for remote) for transportation & accommodations • See list of eligible remote locations on PGME website • max 13 trips per academic year per resident • includes cost of any pre-paid fare(Quick ticket). Include Quick ticket cost in claim 	N/A	N/A
	Ferry	Reservation fee + fares Not reimbursable: Change/Cancellation fee, seat/cabin 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/Uber/bus	<ul style="list-style-type: none"> • Bus Fare to and from accommodation at start and end of rotation or mid-trip • Taxi/Uber to and from airport/ferry terminal/bus depot • For longer distances residents should select economical options such as skytrain/bus 	<ul style="list-style-type: none"> • Bus Fare to and from accommodation at start and end of rotation • Taxi/Uber to and from airport/ferry terminal/bus depot • For longer distances residents should select economical options such as skytrain/bus 	<ul style="list-style-type: none"> •When required to travel more than 40km for a mandatory academic event •Bus/taxi/Uber fare to/from home site & training site •Taxi/Uber to/from airport/bus depot/ferry terminal/etc. Not reimbursable: local travel to training location	Taxi/Uber from accommodation /hospital to hospital when mandated on call	Taxi/Uber from home base to distributed site(hospital to hospital) over 40km each way
	Mileage - Reimbursed at CRA prescribed rate	<ul style="list-style-type: none"> •Refer to Mileage Grid for mileage calculation •Attach Google Map from home base to distributed site (hospital to hospital) if unavailable in Mileage Grid •Remove distance between ferry terminals 	<ul style="list-style-type: none"> •Refer to Mileage Grid for mileage calculation •Attach a Google Map from home base to distributed site (hospital to hospital) if unavailable in Mileage Grid •Remove distance between ferry terminals 	<ul style="list-style-type: none"> •When required to travel more than 40km to a training site •Refer to Mileage Grid for mileage calculation •Attach a Google Map from home base to training site (hospital to hospital) if unavailable in Mileage Grid •Remove distance between ferry terminals 	<ul style="list-style-type: none"> • Refer to Mileage Grid for mileage calculation • Attach a Google Map from home base to distributed site (hospital to hospital) if unavailable in Mileage Grid 	<ul style="list-style-type: none"> •When required to travel more than 40km to a mandatory rotation •Max \$1400/block •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 Mileage Grid
Parking (reimbursed as part of travel)	N/A		<ul style="list-style-type: none"> • Reasonable parking expenses at airport/bus depot/ferry terminal when part of travel to training site Not reimbursable: parking at training site	<ul style="list-style-type: none"> • Reasonable parking expenses at airport/bus depot/ferry terminal or hotel when part of travel to training city Not reimbursable: parking at training site	<ul style="list-style-type: none"> • On-call parking at hospitals within Vancouver Coastal Health is reimbursed through VCH •All other residents submit on-call parking reimbursement requests through the hospital where they are 	N/A
Accommodation *Please note that cash equivalents for travel points/loyalty programs are not reimbursable	Max	\$1,400 per 4-week rotation *unless pre-approved by PGME Mandated Housing for additional funds at least 8 weeks in advance		<ul style="list-style-type: none"> •\$250 per night •\$100 more per night for each additional resident sharing in each claim form (list full name of each resident) •Accommodation max 1s per night, not averaged over entire stay •Residents should request government rates at hotels 	N/A	N/A
		Pro-rated for any duration less than 26 days or greater than 31, inclusive		First night accommodation is part of the \$650 max		

* Reimbursement requests above the maximum amount must be pre-approved by PGME.

Last update: January 2024

***Residents are expected to choose the most economical options available**