



## Sponsored Resident Reimbursements

Sponsored residents are eligible to claim certain mandatory training expenses through PGME. The maximum reimbursement is \$1,500 per academic year, and unused funds cannot be carried forward to the next year.

**Note:** Sponsored **clinical fellows** are **not eligible** for reimbursement.

Additional funding to cover mandatory training expenses may be available at the program level. Please speak to your Program Administrator for more information.

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### Eligible Expenses

- Mandatory course fees ([pre-approved](#) and required by the program)
- Travel expenses between the home base and distributed sites for mandatory rotations
- Extended commuting
- Housing expenses at distributed sites during mandatory rotations

Sponsored residents are responsible for arranging their own travel and accommodations. Booking early is encouraged to take advantage of cost savings.

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### Reimbursement Process

To submit a claim, email your documentation to: [pgme.reimbursement@ubc.ca](mailto:pgme.reimbursement@ubc.ca)

Submission Timeline: Ideally within **30 days** of returning from the rotation or completing the rotation requiring extended commutes. Claims for expenses incurred during the final year of residency training must be submitted by the **last day** of the residency program.

Each claim must include:

- The purpose and duration of the rotation
- Itemized expenses supported by original, dated receipts
- Written Approval from the Program Director or Program Administrator

### Procedures for PGME Prepaid Housing

**PGME may have pre-paid housing available at distributed sites for sponsored residents.** Requests for these accommodations are submitted on the resident's behalf by the Program Administrator to [pgme.mandatedhousing@ubc.ca](mailto:pgme.mandatedhousing@ubc.ca). When submitting a request, the program should indicate that it is for a sponsored resident. PGME will notify sponsored residents of housing availability approximately 12 weeks before the start of the rotation.

If PGME housing is not available, sponsored residents will be reimbursed up to \$1,500/year for securing their own housing at mandated distributed sites. Claims for reimbursement of housing expenses should be submitted via email to [pgme.reimbursement@ubc.ca](mailto:pgme.reimbursement@ubc.ca).