

## 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					
<b>Travel</b> *Please note that cash equivalents for travel points/loyalty programs are not reimbursable	<b>Max</b>	<ul style="list-style-type: none"><li>• <b>Max \$700 (\$1,000</b> for remote) per minimum 4-week rotation for resident's travel only</li><li>• See list of eligible remote locations on PGME website</li><li>• Max \$700 for each mid-rotation trip for rotations of 2 or more blocks (resident or partner)</li></ul>	<ul style="list-style-type: none"><li>• <b>Max \$700 (\$1,000</b> for remote) per rotation</li><li>• See list of eligible remote locations on PGME website</li></ul>	<ul style="list-style-type: none"><li>• <b>Max \$750 (\$850</b> for remote) for transportation &amp; accommodation</li><li>• See list of eligible remote locations on PGME website</li><li>• max <b>13 trips</b> per academic year per resident</li><li>• includes cost of any pre-paid fare (Quick ticket). Include Quick ticket cost in claim comments</li></ul>	<b>N/A</b>	<b>N/A</b>
	<b>Ferry</b>	Reservation fee + fares <b>Not reimbursable:</b> Change/Cancellation fee, seat/cabin fee			<b>N/A</b>	<b>N/A</b>
	<b>Airfare</b>	Return economy airfare + first baggage fee <b>Not reimbursable items:</b> <ul style="list-style-type: none"><li>• Seat selection fee</li><li>• Travel agent fee</li><li>• Change fee</li><li>• Excess baggage fee</li></ul> • Cash equivalents for airline or credit card points			<b>N/A</b>	<b>N/A</b>
	<b>Taxi/Uber/bus</b>	<ul style="list-style-type: none"><li>• Bus Fare to and from accommodation at start and end of rotation or mid-trip</li><li>• Taxi/Uber to and from airport/ferry terminal/bus depot</li><li>• For longer distances residents should select economical options such as sky train/bus</li></ul>	<ul style="list-style-type: none"><li>• Bus Fare to and from accommodation at start and end of rotation</li><li>• Taxi/Uber to and from airport/ferry terminal/bus depot</li><li>• For longer distances residents should select economical options such as sky train/bus</li></ul>	<ul style="list-style-type: none"><li>• When required to travel more than 40km for a mandatory academic event</li><li>• Bus/taxi/Uber fare to/from home site &amp; training site</li><li>• Taxi/Uber to/from airport/bus depot/ferry terminal/etc to a maximum of \$40 CAD</li></ul> <b>Not reimbursable: local travel to training location</b>	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
	<b>Mileage - Reimbursed at CRA prescribed rate</b>	<ul style="list-style-type: none"><li>• Refer to <a href="#">Resident Travel Allowance Tool</a> for mileage calculation</li><li>• Attach Google Map from home base to distributed site (hospital to hospital) if unavailable on Resident Travel Allowance Tool</li><li>• Remove distance between ferry terminals</li></ul>	<ul style="list-style-type: none"><li>• Refer to <a href="#">Resident Travel Allowance Tool</a> for mileage calculation</li><li>• Attach a Google Map from home base to distributed site (hospital to hospital) if unavailable on Resident Travel Allowance Tool</li><li>• Remove distance between ferry terminals</li></ul>	<ul style="list-style-type: none"><li>• When required to travel more than 40km to a training site</li><li>• Refer to <a href="#">Resident Travel Allowance Tool</a> for mileage calculation</li><li>• Attach a Google Map from home base to training site (hospital to hospital) if unavailable on Resident Travel Allowance Tool</li><li>• Remove distance between ferry terminals</li></ul>	<ul style="list-style-type: none"><li>• Refer to <a href="#">Resident Travel Allowance Tool</a> for mileage calculation</li><li>• Attach a Google Map from home base to distributed site (hospital to hospital) if unavailable on Resident Travel Allowance Tool</li></ul>	<ul style="list-style-type: none"><li>• When required to travel more than 40km to a mandatory rotation</li><li>• Refer to <a href="#">Resident Travel Allowance Tool</a> for mileage calculation</li><li>• Attach a Google Map printout from home base to distributed site (hospital to hospital) if site is unavailable on Resident Travel Allowance Tool</li></ul>
<b>Parking (reimbursed as part of travel)</b>	<b>N/A</b>		<ul style="list-style-type: none"><li>• Reasonable parking expenses at airport/bus depot/ferry terminal when part of travel to training site</li></ul> <b>Not reimbursable: parking at training site</b>	<ul style="list-style-type: none"><li>• Reasonable parking expenses at airport/bus depot/ferry terminal or hotel when part of travel to training city</li></ul> <b>Not reimbursable: parking at training site</b>	<ul style="list-style-type: none"><li>• On-call parking at hospitals within Vancouver Coastal Health is reimbursed through VCH</li><li>• All other residents submit on-call parking reimbursement requests through the hospital where they are working.</li></ul>	<b>N/A</b>
<b>Accommodation</b> *Please note that cash equivalents for travel points/loyalty programs are not reimbursable	<b>Max</b>	<b>\$1,400</b> 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"><li>• <b>\$350</b> per night</li><li>• \$100 more per night for each additional resident sharing in each claim form (list full name of each resident)</li><li>• Accommodation max Is per night, not averaged over entire stay</li><li>• Residents should request government rates at hotels</li></ul>	<b>N/A</b>	<b>N/A</b>
	Pro-rated for any duration less than 26 days or greater than 31, inclusive			First night accommodation is part of the \$750 max		

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

Last update: August 2025

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