



Travel Reimbursement for Mandatory Distributed and Extended Commuting Rotations

For reimbursement of expenses resulting from Mandatory Distributed and Extended Commuting Rotations, residents must submit their claims on [RESIDENT REIMBURSEMENT SITE](#).

1. Check [Resident User Manual](#) for information on how to submit new claims and check all pending and submitted claims.
2. Check [PDF Summary](#) of reimbursable travel expenses.

MANDATORY DISTRIBUTED ROTATIONS

Claims for reimbursement of travel expenses must be submitted ideally within 30 days of return from rotation.

Information required for Claims Details:

- Resident name, address, program, email address and employee ID
- Rotation location and duration
- Rotation dates and blocks

Information required for Expense Details:

- Accommodation details
- Travel details
- PDFs of original receipts.

Note:

*For multi-block mandatory rotations, resident may take return trip to program base **at the end of every four-week block** to a maximum of \$700 economy airfare return or mileage from program base (currently \$.68/km), e.g. [1 return trip for 2-month rotation, 2 return trips for 3-month rotation](#).*

EXTENDED COMMUTING ROTATIONS

Should a resident be required to commute to a mandatory rotation where the mileage is greater than 40 km one way, the resident will be reimbursed at the current rate of \$.68/km.

*For example, within Vancouver, using Vancouver General Hospital as the home base, locations **within the 40 km** radius include Lions Gate Hospital to the North; Richmond General, Delta Hospital, Surrey Memorial to the South; Burnaby General, Royal Columbian, Riverview and Eagle Ridge to the East. This policy applies to all residents doing rotations at all sites within the Province.*

Information required for Claims Details:

- Resident name, address, program, email address and employee ID
- Rotation location and duration
- Rotation dates and blocks

Information required for Expense Details:

- Mileage details.