**[INSERT INSTITUTION NAME]**

DEPARTMENT OF SURGERY

GENERAL SURGERY RESIDENCY

POLICIES & PROCEDURES

RESIDENT TRANSPORTATION REIMBURSEMENT POLICY

**EDUCATIONAL FUND USAGE PROCEDURES:**

Within \_\_\_ days of the purchase date, the resident can submit their reimbursement packet to the residency coordinator. The reimbursement packet includes the following items in electronic form:

* \_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_

Expense packets submitted after \_\_\_\_\_\_\_\_\_\_ are deducted from the fiscal year in which the packet is received by the coordinator regardless of the expense’s purchase date. The resident can expect to receive a check for the purchased amount in approximately \_\_\_\_\_\_\_ days/weeks

**REIMBURSABLE EXPENSES:**

Off-site rotation travel

* Train Travel: Attach receipt and copy of train pass
* Taxi or Uber: Attach copies of all receipts
* Personal Automobile: In alignment with institutional policy, please provide documentation of the starting and ending mileage incurred each day, the start location address, end location address and a map.