

DEPARTMENTAL GUIDELINES – RESIDENT TRAVEL

The reimbursement of reasonable expenses associated with travel will be provided upon:

- Provision of original receipts, if applicable,
- Verification from Program Directors / Program Assistants, and
- Approval by Director, Medical Education Services and delegates.

A. LOCAL BUSINESS TRAVEL

Residents travelling to and from their assigned work place during regular business hours on approved, required travel are permitted to claim mileage under Article 16.03(d) of the Collective Agreement. The Program Director or Program Assistant is responsible for verification of travel incurred and accuracy of travel distance.

Article 16.03(c) permits the resident to claim taxi fare up to \$15.00 each way for coverage for facilities within Capital Health. If it is considered reasonable under the circumstances, the resident may claim taxi fare in excess of \$15. The Program Director or Program Assistant is responsible for verification that travel was required for work purposes.

DEFINITIONS

Assigned Workplace – workplace where you regularly report for duty on a daily basis for a rotation.

Alternate Workplace – workplace you are assigned to after first reporting to regular workplace.

1. ELIGIBLE TRAVEL EXPENSES

Reimbursement of expenses will be approved in accordance with the following guidelines:

1.1 Actual Mileage

The resident may claim actual mileage for return travel from assigned workplace to another alternate workplace during regular business hours. Claims for mileage must be submitted on the *Mileage Claim Form* – <http://www.cdha.nshealth.ca/education-learning/medical-education>. The following information should be included on the form: date of travel, reason for travel, and mileage/kilometers driven. The program director or program assistants are required to sign off on the form to verify the travel. Refer to table below for allowable mileage / kilometers between sites within Capital Health (if applicable).

ORIGINAL forms and receipts must be submitted - no faxes, or photocopies. See section 3.

1.2 Alternate Mode of Travel

Residents will be eligible to claim taxi to and from an alternate clinical site to a maximum of \$15.00 each way. An original, dated receipt must be submitted for reimbursement of taxi

fare. The driver must to complete the spaces provided on the receipt for date, to, from and amount.

1.3 Other Expenses

Residents will be eligible to claim bridge tolls, when applicable. A receipt is required for the Cobequid Pass. When claiming for Halifax bridge tolls only indicate amount paid for bridge toll on the form; no receipt is required.

1.4 Vehicles (Private)

Capital Health does not accept liability, under any circumstances, for claims arising from the use of privately-owned vehicles on Capital Health business.

B. TRANSPORTATION ALLOWANCE FOR EXAMS

Article 16.02(3) states: a resident required to travel to Halifax to write one of the exams specified in Article 18.10(a) shall be paid a transportation allowance. Submit mileage on form – specify date, reason for travel. Follow procedure in section 3.

C. COMMUTING / NOT RELOCATING FOR A ROTATION. Article 16.01(f) (Daily Commute)

Follow travel claim procedure listed in #3.

This has a maximum monthly cap of \$1000.

Note: Residents utilizing this provision are not eligible for accommodation allowance during this time period.

2. INELIGIBLE EXPENSES

The following expenses are examples of activity not eligible for reimbursement:

- Vehicle insurance for privately owned car
- Traffic fines
- Fees for rental vehicles for daily local travel
- Parking at regular assigned workplace
- Travel between home and a workplace
- Loss of personal property
- Damage to personal vehicle(s)
- Travel advances for daily travel

3. TRAVEL CLAIM PROCEDURE

- 3.1 For reimbursement, complete either of the two forms available from the Medical Education website <http://www.cdha.nshealth.ca/education-learning/medical-education> and obtain Program Director or Program Assistant signature. Claims for reimbursement are to be submitted **within 30 days** of travel. Submit the **original completed form** along with **original receipts** to the Medical Education Office, Room 227, Bethune Building, QEII Health Sciences Centre 1276 South Park Street, Halifax, NS B3H 2Y9. **NO FAXES, PHOTOCOPIES or SCANNED**

VERSIONS will be accepted. Final approval by Medical Education Services is required prior to submission to Finance Services for payment.

Mileage Claim Form

Complete the Mileage Claim Form if you have taken your car.

Claim Form

Complete the Claim Form for air fare, taxi fare, car rental and/or accommodations.

- 3.2 It is the responsibility of the resident to ensure that the expenses are itemized and all original receipts are provided. No photocopies, credit card statements or interact slips are permissible as receipts.
- 3.3 Receipts or other documents may not be altered or defaced in any way. Personal items not allowed as a claim may be deleted or entered as a deduction.
- 3.4 Claims are to be signed by the claimant, approved by appropriate Program Director or Program Assistant and forwarded, along with original receipts, to the Medical Education Office **within 30 days of completion of travel**. No faxes, photocopies or scanned versions will be accepted. Claims may be made on a monthly basis.
- 3.5 It is the responsibility of the Medical Education Services to ensure that only eligible expenses are approved.
- 3.6 Claim adjustments (due to error or ineligibility) will be reversed or adjusted.
- 3.7 Travel to sites not found on this list will be reimbursed, with appropriate authorization, according to the actual mileage claimed.
- 3.8 All reimbursements will be mailed to the home address provided on the form.

4. STANDARD DISTANCE TABLE FOR REIMBURSEMENT OF TRAVEL

Site of Departure	Site of Destination	Kilometers Return
Dart General / NSH	Forensic	30
Dart General / NSH	Hants	130
Dart General / NSH	Eastern Shore	250
Dart General / NSH	Twin Oaks	80
Dart General / NSH	Cobequid	40
Dart General / NSH	Musquodoboit	140
Dart General / NSH	Cole Harbour Place	30
Dart General / NSH	Bedford / Sackville Clinic	45
QEII	Forensic	30
QEII	Dart General / NSH	20

QEII	Hants	150
QEII	Eastern Shore	270
QEII	Twin Oaks	100
QEII	Cobequid	40
QEII	Musquodoboit	160
Musquodoboit	Eastern Shore	130
Musquodoboit	Twin Oaks	80
Musquodoboit	Cobequid	130
Musquodoboit	Hants	250
Twin Oaks	Eastern Shore	150
Twin Oaks	Cobequid	115
Twin Oaks	Hants	230
Eastern Shore	Cobequid	265
Eastern Shore	Hants	380
Cobequid	Hants	90
QEII	Cowie Hill	10
Halifax	Bridgewater	220
Halifax	Kentville	220
Sydney	Halifax	850
Halifax	Truro	200
		Kilometers One Way
Saint John, NB	Halifax	424
Fredericton, NB	Halifax	440
Moncton, NB	Halifax	273
Sydney, NS	Halifax	425