

Guidelines for Travel Reimbursement - Represented House Officers

Effective Date: July 1, 2009

Description:

Guidelines for Departments and House Officers regarding reimbursement for travel between required assignments.

Purpose:

The most recent Memorandum of Understanding between UCSD and the San Diego Housestaff Association (SDHSA) effective July 1, 2009 included a provision under Section 26 for this House Officer reimbursement. These guidelines are intended to clarify allowable reimbursement under the Section 26 provision.

Scope:

These guidelines apply only to House Officers represented by the SDHSA.

GUIDELINES:

Section 26 Travel

Section 26 of the University of California and San Diego Housestaff Association (SDHSA) MOU states the University shall reimburse represented House Officers for authorized expenses incurred during required employee-related University business or travel in accordance with the requirements of the appropriate section of the UC Business and Finance Bulletin. Furthermore, the University will not reimburse House Officers for travel between home and the Medical Center.

Relevant Excerpts from the UC Business and Finance Bulletin Governing Travel:

All official University travel shall be properly authorized, reported, and reimbursed. It is the traveler's responsibility to report his or her actual travel expenses in a responsible and ethical manner, in accordance with the regulations set forth in the UC Bulletin.

Transportation expenses shall be reimbursed based on the most economical mode of transportation and most commonly traveled route consistent with the authorized purpose of the

trip. *For House Officer Travel between UCSD Medical Center and affiliated sites this will most commonly be a private vehicle.* Motorcycles, except those of University police department employees on motorcycle assignment, shall not be authorized for use on official University business, nor shall any reimbursement be made for the use of such vehicles.

Mileage shall ordinarily be computed between the traveler's headquarters and the destination site. *For purposes of the UCSD and SDHSA MOU this would include required travel from one assigned site to another.* Expenses for travel between the traveler's residence and headquarters (commuting expense) shall not be allowed. When two or more persons on University business share a private vehicle, **only the driver may claim reimbursement for mileage.**

The standard mileage reimbursement rate is 55¢ per mile, which takes into account all actual automobile expenses such as fuel and lubrication, towing charges, repairs, replacements, tires, depreciation, insurance, etc. Travelers with physical disabilities who must use specially equipped or modified vehicles may claim reimbursement at the standard 55¢ per mile. However, if the traveler incurred higher than standard operating costs, the traveler may seek reimbursement. The traveler must certify in a statement submitted with the Travel Expense Voucher that he or she incurred higher operating costs.

A Travel Expense Voucher (Form U85 or equivalent, or an electronic version) reporting all expenses and advances pertaining to a particular trip must be submitted to the appropriate department within 21 days of the end of the trip. The traveler must sign the Travel Expense Voucher or equivalent certifying that the amounts claimed are a true statement of the expenses incurred on official University business. The Travel Expense Voucher or equivalent must be approved for payment by the traveler's department head or designee. *This is consistent with existing departmental processes for travel reimbursement and shall be followed in the same manner as for other departmental employees.*

Fuel, routine repairs, tires, gasoline, or other automobile expense items shall not be allowed when a private vehicle is used. Such expenses are included in the mileage reimbursement rates. When private vehicles are used on University business, the appropriate campus officials are responsible for requiring that employees have adequate liability insurance coverage. **An employee who regularly uses a private vehicle on University business is required to have and provide upon request satisfactory evidence of liability insurance coverage.** Such evidence must be provided to the appropriate departmental office before the reimbursement of mileage is allowed.

When a private vehicle operated by an employee on official University business is damaged by collision or sustains other accidental damage, reimbursement for repairs borne by the employee

may be authorized up to \$500 or the amount of the deductible (co-insurance), whichever is less. Expenses that can be recouped from insurance are not eligible for reimbursement. The amount reimbursed shall be based on receipts submitted by the employee to the individual who authorized the travel.

Allowable Travel for San Diego Housestaff Association Members under Section 26

Allowable travel must be for the direct business purpose of the University. Travel under the UCSD and SDHSA MOU does NOT include reimbursement for out of town travel expenses for participation in specialty society meetings, presenting research, etc. These events are negotiated separately with each departmental Program Director and Chair. Furthermore, the Section 26 provision does NOT include commuting expenses.

Allowable travel under Section 26 is intended to cover mandatory assignments for represented SDHSA House Officers. If in the course of a required assignment travel from one site (i.e., UCSD Medical Center Hillcrest) to another (i.e., UCSD Thornton Hospital) is necessary for conducting University business (including required patient care assignments, didactic conferences, on call coverage, etc.) the House Officer may submit a Travel Voucher or equivalent to the designated individual for their department for reimbursement of actual mileage at the standard mileage rate defined above. Allowable travel will be determined by the individual departments in accordance with published House Officer assignments and call schedules. As current policy dictates for other UC employees, funding for reimbursement of House Officer Travel under Section 26 will come from individual departmental resources. Individual departments may develop more detailed instructions for processing House Officer reimbursements that are consistent with existing departmental policies. Departments are encouraged to keep accurate data regarding House Officer reimbursement under these guidelines and track these expenses separately so that this may be reviewed annually by departments, GME staff, and the Medical Center.

References:

UC SDHSA Memorandum of Understanding July 1, 2009 – June 30, 2012
UC Business and Finance Bulletin Governing Travel

Approval Dates:

Graduate Medical Education Committee Meeting, September 9, 2009

Contact Information:

Office of Graduate Medical Education; <http://meded.ucsd.edu/qme/>