

NEW! TRANSPORTATION REIMBURSEMENT FOR FATIGUED HOUSESTAFF

As of September 2015, the GME office is excited to offer a new transportation program to help ensure you, the hardworking housestaff, get home safely after work! Reimbursement is now available to any housestaff that elect to use a transportation service to get home instead of drive their own vehicle while fatigued.

The process is easy. Simply utilize the service of your choice (app-based or taxi) for the trip home, rest up and then use the service again to pick up your car at a later point in time. Email both receipts to the GME office within 30 days of the travel date, and we will reimburse the *ENTIRE* cost! Make sure to view the example, FAQs and reimbursement how-to's below for important details about the program.

EXAMPLE

Joe Bruin, a UCLA housestaff member, just finished service at Ronald Reagan and feels very fatigued. He weighs his options and decides it would be better to take an Uber than to "power through" the drive home. He Ubers to his home address in Santa Monica and rests for several hours. Later, he wakes up feeling more rested and Ubers back to retrieve his car from the parking garage at Reagan. He forwards both of his Uber receipts to gme@mednet.ucla.edu within 30 days and the receipts are processed for reimbursement.

PROGRAM FAQs

Which transportation services are reimbursable?

Housestaff may use the transportation service of their choice. This includes app-based services such as Lyft, Uber, etc. or traditional taxis.

When am I eligible to use the service?

Housestaff may use the service *ANY TIME* they are feeling overly fatigued after work—*NOT* just after an overnight shift. Your safety comes first. Please don't get behind the wheel when you are overly fatigued!

I know that I'm going to be tired at the end of my shift. Can I use the service preemptively and travel from my home to work, and then back home?

No. At this point, the program's intended purpose is for housestaff that feel fatigued at the *END* of their shift. It is not to be used as a mode of transportation to and from work.

May I use this transportation option when I am working at affiliated training sites?

Yes, this option is available for use from any training site to a verifiable home address. This includes Ronald Reagan, Olive View, Santa Monica, Harbor, Cedars, etc.

May I use the service to go sleep at the house of a friend/family member/significant other?

Sorry, no! The end location must be your verifiable home address.

I live really far from my training site. Can I still use the service?

Yes, absolutely. As long as the end destination is your verifiable home address, any round-trip from the training site to your home is fully reimbursable.

May I choose to ride in style (Uber black, Lyft plus, etc.)?

On your own dime! If you choose to use Uber, Lyft or a similar app-based service, make sure to select the basic service. Reimbursement will not be approved for luxury services.

REIMBURSEMENT HOW-TOs

App-based service reimbursement (Uber, Lyft, etc.)

Step 1 – Double-check that your receipt contains the following information:

- Starting location
- Ending location
- Time and date
- Your name
- Total fare amount

Step 2 – Forward both receipts (trip home and return trip) to the GME office (gme@mednet.ucla.edu) within 30 days of travel.

Taxi service reimbursement

Step 1 – Please ensure that your receipts show the total amount as a single line item. **Accounting will not reimburse the tip amount if it is shown as a separate line item.**

Receipt A: Eligible for FULL Reimbursement

| | | | |
|---------------|----------------------|---------------|----|
| DATE | 22/10/09 | AMOUNT \$ | 25 |
| RECEIVED FROM | | | |
| FROM | DULLES | | |
| DESTINATION | WESTFIELDS MARRIOTT. | | |
| CAB # | 434 | DRIVER I.D. # | |
| DRIVERS NAME | | | |

Receipt B: Eligible for PARTIAL Reimbursement

| TAXI RECEIPT | |
|--------------|------------|
| HACK # | 12345 |
| MED # | 8P69 |
| TRIP # | 57896 |
| DATE: | 11/11/2014 |
| START TIME | 15:10 |
| END TIME | 15:30 |
| RATE NO. | CITY RATE |
| STAND. | 03 |
| MILES R1 | 1.48 |
| FARE | \$8.10 |
| SURCHARGE | \$1.00 |
| TOTAL | \$9.10 |
| TIP/OTHER | \$2.00 |
| GR. TOTAL | \$11.10 |
| THANK YOU | |

Step 2 – If the following is not included in the taxi receipts, please provide this information:

- Starting location
- Ending location
- Time and date
- Your name
- Total fare amount

Step 3 – Scan both receipts (trip home and return trip) and email them to the GME office (gme@mednet.ucla.edu) within 30 days of travel. Please include any supplemental information from Step 2 in this email.