The GME office will offer reimbursement for round trip transportation costs to help ensure that UTHealth Residents and Fellows, get home safely after work. This reimbursement is available to any Resident (or Fellow) that elects to use a transportation service to get home instead of driving their vehicle while fatigued.

The resident must choose an app based service (Uber, Lyft, Mytaxi, etc.) to show the trip details and submit the receipts within 10 business days according to the parameters listed below:

- Provide a screenshot or printout from the app.
- Receipt must show the trip address from a valid training site to the resident’s verifiable home address (listed in New Innovations).
- Return trip must show the home address to a valid training site.
- Receipts must be submitted to Program Administration within 10 business days.

Upon submission of the receipts to program administration:

- The program administrator will vet the receipts and information provided.
- The program administrator will process the resident’s reimbursement with department funds.
- The program administrator will complete the GME Fatigued Resident/Fellow Travel Reimbursement Form.
- The program administrator will provide the GME with the reimbursement paperwork and travel receipts.
- The GME will approve the travel reimbursement.
- The travel reimbursement will be reimbursed to the department through account transfer.

The program administrator will submit reimbursement paperwork to the GME office within 20 business days of the receipts’ date on a form with the following information:

- Name of Resident/Fellow
- Resident Status (RES 1, 2,...FEL 1, 2)
- Program
- Dates of Travel
- The CFS Account for reimbursement
- Copy of the resident receipts

Fatigued residents are encouraged to use this service as necessary. Use will be monitored by GME.

Approved by the GMEC: July 26, 2017
Process correction approved: