

**RUSH UNIVERSITY MEDICAL CENTER  
Graduate Medical Education**

**GME Mileage/Travel Reimbursement Policy**

Rush University Medical Center will provide mileage reimbursement to Housestaff for **required travel for required rotations**, based on the following formula. The cost per mile is consistent with the U.S. Governmental Travel Reimbursement figure, which is recalculated in January each year. Other extenuating circumstances (such as fluctuating gasoline prices) may effect a change at any time via U.S. Government declaration. **For a required ROTATION in downtown Chicago, reimbursement may only be claimed for mileage or for the cost of CTA transportation to and from RUSH. Parking downtown will not be reimbursed.**

**For qualifying rotations**, House Officers will receive gasoline and depreciation repayment consistent with the Medical Center's mileage rates as described above. To qualify, rotations (ROTATION) must meet each to the following conditions:

1. The **ROTATION must be required by the program.**
2. The **distance from the House Officer's home (HOME) to ROTATION must be greater than the distance from HOME to RUSH (1653 West Congress Parkway) as measured by mapquest.com's shortest time route (MAP).**
3. For **rotations that are over 6 consecutive months to an Affiliate Hospital**, the Affiliate Hospital is considered the home hospital and mileage reimbursement to that hospital will not be applicable.

For qualifying requests, **the mileage requested will be the additional mileage from HOME to ROTATION that is in excess of the mileage from HOME to RUSH** - each to be measured using Map Quest. If the MAP states the use of a toll road, **tolls will be reimbursed if receipts are provided.**

**The House Officer is responsible to provide the documentation of distances when requesting travel reimbursement.** Each reimbursement request will only be honored if it is complete, legible, contain original signatures, receipts as appropriate, along with Map Quest maps and is received in the GME Office within 60 days after completion of a continuous rotation.

Examples:

1. HOME to RUSH = 15 miles  
HOME to Rush North Shore = 20 miles

The mileage approved would be for 5 miles

2. Home to RUSH = 15 miles  
HOME to West Suburban Hospital = 13 miles

No mileage would be approved as Home to RUSH (15) > Home to ROTATION (13)

If house officers choose to carpool, mileage reimbursement may only be claimed by one person for each of those days/trips.

**These funds can be withheld from the House Officer by their program if the House Officer's Duty Hours, Procedure Logs and Evaluations are not up to date.**

3/23/09 Revised and Approved at GMEC  
3/22/10 Revised and Approved at GMEC  
3/26/12 Revised and Approved at GMEC