

**University of California, Irvine**  
**Office of Graduate Medical Education**  
**Resident Transportation Reimbursement Request Form**

**Transportation Reimbursement Program:**

**Housestaff should never drive home from work if they feel too tired to drive safely. The GME Office offers a transportation reimbursement program for all housestaff. Housestaff may call a taxi, Uber, or Lyft (lowest cost tier) at any time if they feel too fatigued to drive home safely. Housestaff may submit their receipts to their program director or coordinator for reimbursement by the GME Office.**

If you are a Resident or Fellow seeking reimbursement for utilizing the post-shift transportation service, please complete this form and submit to your program's residency/fellowship director or coordinator along with the original receipt for this service. All documentation must be submitted to GME within 30 days of the service. *No reimbursement can be processed without the original receipt.* Reimbursement can take up to 3 weeks to complete and will be paid via check or direct deposit, based on your current monthly payroll arrangements. You will need a TEM profile with the GME Finance Analyst listed as an arranger in order to receive reimbursement. Instructions for creating a TEM profile and adding an arranger are located on the GME Sharepoint site.

Name of Resident/Fellow: \_\_\_\_\_

Name of Residency/Fellowship Program: \_\_\_\_\_

Date of Service Used: \_\_\_\_\_

Departure Location: \_\_\_\_\_

Time of Departure: \_\_\_\_\_

Arrival Location and Address: \_\_\_\_\_

Time of Arrival: \_\_\_\_\_

Reason for using the post-shift transportation service:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Resident/Fellow Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

Residency/Fellowship Program Director Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

GME Office Signature:

\_\_\_\_\_

Date: \_\_\_\_\_