

## **Extended Shift Taxi Service for House Officers**

**The BMC Extended Shift Taxi Service for House Officers will begin on March 12, 2007. This is a 6 month pilot project negotiated by BMC and CIR to help get house officers home safely after an extended shift (24 consecutive hours or more). We will continue to evaluate the program for ease of use and financial accountability during the pilot period. Please give any feedback to the GME Office at 4-5426 or CIR at [bmc@cirseiu.org](mailto:bmc@cirseiu.org).**

**Description of Service:** \$30 total reimbursement to either (1) go home after work or (2) toward the cost of a trip home and back to the Hospital when public transportation is not available to return. The cost may include a reasonable tip.

### **How to Use:**

1. Log on to New Innovations. On your Welcome page, go to "Department Notices" and click on BMC Intranet site. Go to BMC forms and find "BMC Extended Shift Taxi Service". Download this form. The form is preloaded – you need only to enter the total amount of taxi expenses. The only authorized signature on this form is Maxine Kessler, Director of GME.
2. Make a copy of your receipt and fax the completed Petty Cash form AND the copy of your receipt to the GME Office at 617 638-6744 Attn: Gretchen Meyers.

### **Very Important: You must**

- a. **Fax this form to GME within 30 days of the call night**
  - b. **Keep the original receipt (You will need to attach it to the Petty Cash form later)**
  - c. **Attach receipts totaling up to \$100 on one Petty Cash form – but no more (\$100 is the limit per sheet).**
3. GME will process the request, by verifying through NI that you worked a 24+ hour shift and then sign the Petty Cash form. This process will be completed within five working days, after which GME will email you that the form is ready.
  4. Pick up the signed Petty Cash form at the GME Office (Yawkey ACC Basement Rm. BN-C7) GME Office is open Mon-Fri from 9 am to 5 pm.
  5. Bring signed Petty Cash form to the BMC Cashier (ENC 2<sup>nd</sup> floor).

### **Very Important: You must**

- a. **Attach your original receipt to the Petty Cash form. Cashier cannot reimburse you unless you do this!**
- b. **BMC Cashier is open Mon – Fri between 8:00 am and 4:00 pm.**
- c. **Submit all petty cash forms within 60 days so that this pilot project can be evaluated.**