



FAQ: Reimbursement for Extra Expenses Incurred on Mandatory Outside Rotations

[H+H Operating Procedure 10-10 Official Travel and Miscellaneous Business Expense](#)

H+H paid residents are eligible for reimbursements for extra expenses incurred when on mandatory outside rotations through [H+H Operating Procedure 10-10 Official Travel and Miscellaneous Business Expense](#). Eligible reimbursements will be administered and paid by H+H.

Eligibility:

Any of the below are items eligible for reimbursement for extra expenses incurred on mandatory outside rotations (Outside Rotations for the purposes of this document indicates mandatory rotations to hospitals outside of walking distance from “home hospital”)

- Parking
- Tolls
- Taxis/Ride-Share services: Where Public transportation is not practical, extraordinary instances in which this must be pre-approved in writing by the Program Director.
- Non-MTA Transportation expenses (LIRR, NJ Transit, Metro North)
- Lodging (where applicable)

Not eligible

- Any of the above items that your program directly pays or currently gives a reimbursement.
- Any item that is equal in cost of a commute (via public transportation or vehicle) to your “home” hospital”.

How to submit a claim for payment:

Payments are made through the H+H PeopleSoft Platform.

- 1st time submissions, you must obtain access from your Hospital’s Finance or IT department
- Review Submission instructions found [HERE](#)
- Payments should be submitted within 90 days of the expenditure with applicable receipts.

Examples of Eligibility:

- 1) Lincoln Hospital (Bronx, NY) OB/GYN: OB/GYN residents are required to rotate to Trinitas Hospital (Elizabeth, NJ). Currently the program doesn’t reimburse or directly pay for extra expenses incurred for this rotation. ***Lincoln OB/GYN residents are eligible for reimbursement for this rotation.***
- 2) Kings County (Brooklyn, NY) OMFS: OMFS residents are required to rotate to Staten Island University. Currently, the program pays for parking but doesn’t reimburse for tolls paid crossing the Verrazano Bridge. ***Kings County OMFS residents are eligible for reimbursement for tolls, not for parking.***

Example of Non-Eligibility:

Jacobi EM resident takes the train from home to Jacobi when rotating at Jacobi. Jacobi EM resident takes the train from home when rotating at Montefiore. ***This is not eligible for reimbursement due to the commuting costs are the same as when the resident commutes to their “Home” Hospital and no extra expense is incurred.***

*****Contact your CIR Organizer or (212) 356-8100 for more information.*****