



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.*****