**Resident and Clinical Fellows Needs‐Based Relocation Reimbursement Program, 2020‐2021**

Residents and clinical fellows (ACGME and ABMS only) new to graduate medical education at UCSF may be eligible for needs‐based relocation expense reimbursement up to $1,800. Participation in this program is optional and eligibility will be determined through verification of program and PGY through MedHub and proof of eligible expenses. Those who graduated from UCSF Medical School and beginning at PGY1 in a residency program are not eligible.

**Eligible Expenses** ***(subject to change per the Controller’s Office and UCSF policy)*:**

Where applicable, receipts must be submitted for expenses. All expenses incurred must be paid by the trainee or travelling spouse, in order to qualify for reimbursement. Shared expenses with another relocating trainee are also allowed. Expenses paid by family members (parents, siblings), relatives, friends etc. are unallowable and will not be reimbursed. Per IRS regulations, all reimbursements are **taxable**. Maximum reimbursement is $1,800. Eligible expenses are:

* Airfare for final trip for trainee and family (spouse, domestic partner registered in California, and children) - must submit airline itinerary that shows dates of travel
* Mileage (personal car) for final trip at $0.17/ mile (rate subject to change), will reimburse mileage for the most direct route from old residence to new job location
* Rental of car/truck, including gas receipts for final trip
* Lodging from old residence to new residence for final trip, must be the most direct route - submit hotel bill that shows dates of stay – max $275 per night
* Parking and tolls for final trip only
* Storage up to 30 days
* Movers and transportation of household goods including insurance while in transit
* Meal expenses from old residence to new job location
* Rental of car, including gas receipts while primary vehicle is being shipped from old residence to new job location
* Actual and reasonable expenses related to moving two personal motor vehicles per household. Refer to UCOP policy below for additional information.
* Temp housing and meals (within UC meal rate limits) in the area of new job location (1 day prior to rotation start date plus 30 days thereafter)

Qualified moving expenses are subject to standard UC and UCSF policies and procedures, which can be found at <https://policy.ucop.edu/doc/3420347/BFB-G-13>

Participation and Questions: Participation in this program is not required. All new ACGME and ABMS residents and clinical fellows who would like to participate in the program must complete the attached form and submitted to his/her program administrator. All applications must be submitted to OGME by **April 24th, 2020** through UCSF Box. Program administrators will be notified as to who is eligible no later than **May 1st, 2020 (Tentative upon MedHub Data being complete)**. Off-cycle trainees should submit the attached form upon beginning of their program, or earlier. Residents and clinical fellows with relocation expense questions should contact their program administrators.