

UC San Diego Health

Reimbursement Application Taxi Service for House Officers

In accordance with [policy](#), a House Officer may utilize the taxi service option once they have communicated to their chief resident they are too fatigued to drive home. If their chief resident is unavailable, they trainee must leave a message for the program coordinator explaining they will be exercising the Taxi Service Option.

Processing Requirements:

1. Adherence to policy notification requirements
2. Application must be completed in full **and** signed by the program director
3. Describe the circumstances which led to a fatigued situation in the space provided
4. Applications will not be accepted without receipts.

Reimbursement may take up to 60 days. Incomplete applications or insufficient information will if trainee has not enrolled with Disbursements for direct deposit, payment may be mailed to their home address.

Please contact Robyn Meehan at (619) 543-7242 or meehan@ucsd.edu for questions regarding the policy or completion of the application.

Name		Employee ID # (not PID#)	
Program		Director	
Home Address		@ucsd.edu	
Email (ucsd.edu address only)			
Was a call room available for you to use?		Yes	No
In accordance with policy, to whom did you communicate with prior to utilizing the taxi service option?			
Name		Chief Resident	Program Administrator
Date Cab Used	From which Hospital/Facility	Address of final destination	Cost
Return Trip Date	Address of Origin	To which Hospital/Facility	Cost
Total Cost			
Receipts required for reimbursement			
Program Director Signature (electronic or wet signature only)		Date	

Taxi Service for House Officers is part of the Academic Policies, Procedures and Guidelines posted on the [OGME](#) website. Methods to return application to OGME:

- **Preferred:** Scan/Email to: meehan@ucsd.edu
- Interoffice Mail: 8829, attn: Robyn Meehan
- USPS Mail: 200 W. Arbor St, MC 8829, San Diego, 92103-8829, Attn: Robyn Meehan
- Hand Deliver: Hillcrest, 135 Dickinson St, Ste 3

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Please complete the following:

1. Method of transportation to work?
2. Describe, in detail, the circumstances which made taxi service necessary.