

# RIDESHARE REIMBURSEMENTS

## Guidelines and Frequently Asked Questions

### IMPORTANT:

Please follow the guidelines carefully. Not following the guidelines, illegibility, missing documents or incorrect information could delay processing and reimbursement. If we need to contact you for clarity or more information your reimbursement will be delayed.

## GUIDELINES

### FORM

Find the Taxi Reimbursement form online on the PARA website. Fill out form as seen here (type or printing please, no handwriting).

### PERSONAL INFORMATION

**Full name:** include legal name as well as your common or used names

**Email address:** reimbursements are done via e-transfer so please double check for accuracy.

**Home program:** please put program name and University

### TAXI/UBER INFORMATION

**Date:** please put the date of the taxi/ Uber ride only (not the date of your call) and list in sequential order by date (example: Jan 2, Feb 6, Feb 10 etc.)

**Service Program:** program you were on when you took the taxi/Uber

**Type of Call :** in-house or switched call where you are required on-site after midnight

**Site:** where you were working

**Total amount:** provide **TOTAL AMOUNT** of the rides and **SIGN**.

### SUPPORTING DOCUMENTS

**Call Schedules:** provide corresponding call schedules (please submit only the relevant sections in a standard format such as an Excel, screenshot, or PDF)

- a. Please ensure the call schedule clearly shows your name, month, date and times

**Receipts:** please submit receipts as PDF or screenshots only (no photos, word documents or forwarded emails)

- a. Please ensure that the receipt clearly shows the date and the amount paid (do not submit bank statements or emails of bank statements)
- b. If there are multiple receipts, please combine them into one document (ideally a PDF)

Please try your best to submit the reimbursement form and supporting documents in a standard format such as a Word document or PDF.



**PARA**  
Professional Association of  
Resident Physicians of Alberta

#### TAXI REIMBURSEMENT FORM

\*NOTE: You will not be reimbursed for a ride to the hospital prior to the call; your first ride must be post-call. You will be reimbursed for a ride home post-call, as well as the ride back to the hospital/training facility to retrieve your vehicle. Please refer to the [Taxi Guidelines](#) document if you have any questions regarding eligibility.

Name:		Province:	
Street Address:		Postal Code:	
City:		Email:	
		Home Program:	

Date	Service Program	Type of Call (in-house or switched call where you are required on-site after midnight)	Site	Amount (original receipts required)

Signature: \_\_\_\_\_

Total Amount Owed: \_\_\_\_\_

Payments will be made on the quarter and shall not exceed \$200/quarter/resident physician. Submissions that are received after the cut-off date will be processed the following quarter.

Submissions received on or before September 30: cheques will be processed by the end of October.  
Submissions received on or before December 31: cheques will be processed by the end of January.  
Submissions received on or before March 31: cheques will be processed by the end of April.  
Submissions received on or before June 30: cheques will be processed by the end of July.

Please attach receipts for all listed expenses and the supporting call schedules, sign the form and email to [ravneet.saran@para-ab.ca](mailto:ravneet.saran@para-ab.ca)

## DEADLINES:

Please submit reimbursement forms, receipts and call schedules for each quarter by the deadlines below

QUARTER	PERIOD	SUBMISSION DEADLINE
Q1	July – September	September 30
Q2	October – December	December 31
Q3	January – March	March 31
Q4	April – June	June 30

If you have missed the deadline, please submit as soon as possible (do not wait for the end of the next quarter), but note that the reimbursement will take place at the end of the next quarter.

**Please DO NOT submit Reimbursement Forms with rides from more than one quarter. Please use a separate form for each quarter.**

## FAQs

### What is the purpose of this program?

The purpose of this program is to provide a ride home from the Training Facility if you are too fatigued to safely drive home (and if required, a return trip to the Training Facility to pick up your vehicle). The program is to be used by those working an in-house or switched call shift where you are required on-site after midnight.

### Will my taxi to work be covered?

NO, the ride must be post-call. The program is intended to provide a way home if you are too fatigued to drive safely. As such, you are required to self-assess for fatigue after the call shift ends. The program is not intended as a mode of transportation to a shift.

### Will my taxi be covered if I am working 8 hours/day time call?

NO. The program should only be used after an in-house or switched call shift where you are required on-site after midnight.

### Why can I only get \$200 per quarter?

There is a limited amount of funds for this program so PARA has capped the maximum reimbursement at \$200 per quarter to allow as many resident physicians as possible to take advantage of this program.

### How do I get paid?

You will be reimbursed via e-transfer. For this reason it is important that your **correct** email is included on the form and is **legible**. Please double check your email address before sending. Incorrect, illegible and missing documents will delay your reimbursement.

### Can I use this program out of the province?

NO. The funding for the program is provided by AHS and can only be utilized in Alberta.

### Can I use this program when doing extender shifts?

NO. Extender shifts are not part of your training as a resident physician so this program cannot be utilized to cover extender shifts.

