

CAB POLICY
2010-2011

Residents leaving Milstein Hospital after 9:30pm will be allowed to take a cab available to their home.

If they take the car alone, they will be reimbursed 50% of the cost of their ride. If they share the car with at least one other person, they will be reimbursed 100% of the cost of their ride if the ride is up \$20. The maximum reimbursement is always \$20. For example, if someone takes a \$50 car ride by themselves they will get only \$20 (even though 50% would be \$25) and if two people take a car ride by themselves for \$30 they will only get \$20 (even though 100% would be \$30).

We anticipate that the person going the furthest in the car will be the one responsible for laying out the money for the ride and for collecting the reimbursement. Shared rides will be confirmed with two or more names (legible) on the receipt.

Night residents and on call residents arriving at and leaving the Allen Pavilion at 8pm will be allowed to take any car to and from the Allen Pavilion and will be reimbursed 100% of the cost up to \$20. Again, if their ride costs \$30 they will get \$20; if their ride costs \leq \$20, they will get 100% the cost of the ride.

Residents will submit original receipts and a completed a voucher to the Chief's Office. *Receipts must be submitted within 60 days to be eligible for reimbursement. Receipts with dates later than 60 days will not be accepted.*

To complete:

- 1. Fill out one full sheet of paper per receipt*
- 2. Do not fill in amount on amount line*
- 3. Only one name on each request sheet—if you share a cab place second name on car receipt*
- 4. Please tape down all four sides –completely cover all four sides with tape.*

Please leave them in the inbox on the desk.

THANKS!!!