

NORTHWESTERN UNIVERSITY FEINBERG SCHOOL OF MEDICINE
DEPARTMENT OF SURGERY
GENERAL SURGERY RESIDENCY
POLICIES & PROCEDURES

Transportation Fund Policy

Updated October 2025

PURPOSE

To facilitate General Surgery categorical residents in accessing their annual transportation assistance fund.

PRINCIPLES

The General Surgery residency is committed to the financial support of residents. This policy will support transportation to external rotation sites for required rotations. The fund policy is in alignment with the purchasing and reimbursement policies of the supporting institutions including FSM, NMHC, and McGaw, as well as the CIR-SEIU contract in place as of September 22, 2025.

PROCEDURES

In each fiscal year (September 1-August 31), residents are able to be reimbursed for transportation costs to required external rotations >10 miles.

Residents who are assigned to mandatory (not elective) rotations, clinical experiences, or call shifts ten (10) miles or more away from their designated primary site will be reimbursed for all tolls, parking fees, and mileage at the applicable IRS rate if the Resident drives to the other location. If a Resident chooses to use public transportation to travel to the other location, the Resident will be reimbursed for that cost.

The Resident must submit documentation of the expense within forty-five (45) days of incurring the expense, using any forms and following any policies or procedures adopted by the Program and communicated to the Residents. All reimbursement shall take place by the end of the calendar month after the month in which the documentation is submitted.

REIMBURSABLE EXPENSES

- Any required CDH Rotation
 - For each required CDH rotation (PGY3 & PGY4), the program will reimburse up to any Metra or CTA costs, or mileage.
 - If submitting for mileage, please submit a spreadsheet with each date that you were at CDH. We will reimburse you for the mileage to/from NMH and CDH.

ADDITIONAL ITEMS

Transportation reimbursement is not eligible for elective rotations. If there are transportation costs associated with elective rotations, residents are able to utilize their education stipend.