



Mileage Reimbursement Guidelines

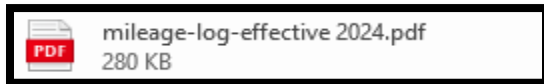
Rotation Sites that qualify for mileage reimbursement

- Rayford Mitchell 50.9 miles-Karnes, Texas
- Khan Pearsall 58 miles-Pearsall, Texas
- Shannon Klump 57.7 miles-Comfort, Texas
- VA 72.7 miles/ Kerrville TX
- Saleh Jaafar Bandera 60.7-Bandera, Texas

Steps:

1. Allocate students to their respective cores on the master spreadsheet, considering the rural exemption status indicated in the designated columns within the spreadsheet.
2. Verify if the preceptor assigned to the student is eligible for mileage reimbursement.
3. Inform students of their rotation location through email, indicating their eligibility for mileage reimbursement. Additionally, instruct them to submit their forms to Clinical Administrative Support Manager Celeste Alvarez and include a map of the location.

(The attachments shown below should be included in the email being sent to the corresponding student.)



<https://my.uiw.edu/accountspayable/docs/mileage-log-effective.pdf>



<..\Desktop\UIWSOM Memo - Student Mileage for Clerkship Rotations.pdf>

Sample Template:

Hello S/D,

You have been assigned to _____, for rotation __, starting on _____.

This assignment is located outside of San Antonio, it would qualify for the housing stipend and mileage reimbursement (see attached memo).

All receipts are submitted to the Clinical Administrative Support Manager Celeste Alvarez at cealvar3@uiwtx.edu

If you have any inquiries about this rotation, do not hesitate to contact me.

Best Regards,



Housing Stipend & Mileage Reimbursement Guidelines

Rotation sites that qualify for mileage reimbursement & Housing stipend

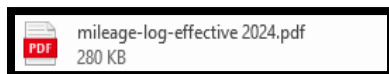
- Philip Balfanz 76.5 miles/Hunt TX
- Rebecca Daley 78.2 miles/Fredericksburg TX
- Roy Guerrero 101 miles/Uvalde TX
- David Hill 87.5 miles/Cuero TX
- Richard Pham 331 miles/Jasper TX
- Christopher Walker 77.3 miles/Gonzales TX
- Kevin Bree 144 miles/Eagle Pass TX
- Michael Shaffer 74.5 miles/Kerrville TX
- James Boone 89.1 miles/Hunt TX
- Sujan Gogu 223 miles/McAllen TX

Steps:

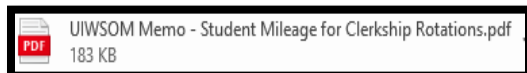
1. Allocate students to their respective cores on the master spreadsheet, considering the rural exemption status indicated in the designated columns within the spreadsheet.
2. Determine whether the student assigned to the preceptor is eligible for a housing stipend.
If a student qualifies for the housing stipend, they will also qualify for the mileage reimbursement.
3. Notify students of rotation location via email and that they qualify for housing stipend and mileage reimbursement within four to six-weeks before the rotation start date.

Example of housing stipend & mileage reimbursement template email:

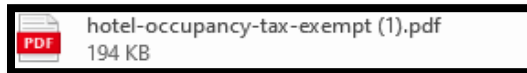
(The attachments shown below should be included in the email being sent to the corresponding student.)



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<..\Desktop\UIWSOM Memo - Student Mileage for Clerkship Rotations.pdf>



[..\Desktop\hotel-occupancy-tax-exempt \(1\).pdf](..\Desktop\hotel-occupancy-tax-exempt (1).pdf)

Sample Template:

Hello S/D,

You have been assigned to _____, for rotation __, starting on _____.

This assignment is located outside of San Antonio, it would qualify for the housing stipend and mileage reimbursement (see attached memo). The housing stipend will cover up to \$95.00, per night for up to 45 nights.

All receipts are submitted to the Clinical Administrative Support Manager Celeste Alvarez at cealvar3@uiwtx.edu

If you have any inquiries about this rotation, do not hesitate to contact me.

Best Regards,