

**STANDARD OPERATING PROCEDURE-GUIDELINE**

**HSO MILEAGE REIMBURSEMENT**

**SCOPE/APPLICABILITY:**

Applies to House Staff Officers in the Department of OBGYN

**PURPOSE:**

To describe the HSO Mileage Reimbursement guidelines effective 3/1/22

**DEFINITIONS:**

House Staff Officers (HSO) are also known as AGME residents/fellows

**PROCEDURE:**

When mileage meets the criteria described in the CIR contract (Article 31.H) the department will reimburse travel out of department funds.

*“HSOs required to use their personal vehicles for rotations at least 50 miles away from their assigned work location shall be reimbursed in accordance with University Policy.”*

Other business mileage may be reimbursed using an HSO’s education funds (Book Fund/FOM). Types of travel may include, but are not limited to, SRMC, lobby day, resident rotations, etc.

Mileage reimbursement requests can be submitted to [HSC-OB-Purchasing@salud.unm.edu](mailto:HSC-OB-Purchasing@salud.unm.edu).

**APPROVALS:**

SOP Owner:	Christy Casias, Fiscal Services Tech	Date: 2/17/22
Chair Approval:	<i>Sarah T. Martinez</i>	Date: 2/21/22
Effective Date:	3/1/22	