

Orthotic/Prosthetic Residency Program Vehicle Use and Travel Reimbursement Policy

Template – Editable for Program-Specific Use

1. Vehicle Provision

Orthotic & Prosthetic Lab, Inc:

Does not provide a company vehicle. Residents are expected to use a personal vehicle which must be reliable to ensure timely reporting to clinics and associated facilities.

2. Estimated Weekly Travel

Varies by rotation (details provided in rotation schedule)

Initially the residents are mostly in the office. As the resident's experience grows, they will be asked to attend clinics with the residency director or mentor which requires travel. In the fourth quarter of the residency the resident may drive as much as 56 mile in week.

4. Mileage Reimbursement

Mileage reimbursement is provided.

If reimbursement is provided:

- Rate: \$40 per mile (
- Submission Process:
 - Residents must submit a mileage log each month.
 - Logs must include: date, destination, purpose of travel, and total miles.
 - Submit via Email or Paper form
 - Reimbursement will be reimbursed the third week of each month by direct deposit.

5. Housing Considerations

Residents are encouraged to secure housing that allows reasonable access to all assigned clinical sites. Travel time is not considered part of the educational experience and should not interfere with clinical responsibilities.