

**Alberta Rural Family Medicine Network
(RAN & RAS Nodes)
Expenses Reimbursement Guidelines**

Approved: 1 Sept. 2006

Revised: 8 Jan 2007, 1 Oct. 2009, 1 April 2011, 1 Sept 2011, 1 April 2012, 1 April 2014, 1 Sept 2014, 1 Jul 2015

Note: The intent of the reimbursement of expenses is to minimize the EXTRA costs the trainee incurs participating in RAN/RAS. It is NOT to REPLACE the trainee's regular living costs i.e. food, accommodation.

| Rotations (outside of "home base") | Provision |
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| Accommodation & Meals | <p><u>Mandatory Rotations:</u> Accommodation outside of the Resident's "home base"¹ is arranged by and paid through RPAP's Rural Accommodation Coordinator in advance of mandatory rotations in Alberta and Yukon/NWT (which have arrangements with RPAP). Accommodation for out-of-province mandatory rotations will be arranged by the Resident. Reimbursement will occur up to \$1,000/month.</p> <p><u>Elective Rotations:</u> Accommodation outside of the Resident's "home base" is arranged by RPAP's Rural Accommodation Coordinator in advance of elective rotations in Alberta. Accommodation for elective rotations out-of-Province will be arranged by the Resident and will only be reimbursed if the rotation has been certified in advance by the co-director as not available in Alberta. Reimbursement will occur up to \$1,000/month.</p> <p><u>Selective Rotations:</u> Accommodation outside of the Resident's "home base" is arranged by and paid through RPAP's Rural Accommodation Coordinator in advance of selective rotations in Alberta. Accommodation for selective rotations out-of-Province will be arranged by the Resident and will only be reimbursed if the rotation has been certified in advance by the co-director as not available in Alberta. Reimbursement will occur up to \$1,000/month.</p> <p><u>Meals:</u> No reimbursement of meals.</p> |
| Travel | <p><u>Mandatory and Selective Rotations:</u> Reimbursement for one (1) return trip per mandatory or selective rotation (regardless of duration) if the Resident has retained accommodation at their "home base, i.e. to start and to conclude the rotation. Reimbursement for extra return trips for "academics" to the site of the academics required at the request of the co-director. Reimbursement for one (1) return trip during the rotation for a non-academic reason to a maximum of \$750/trip. Claim can be for EITHER the Resident's trip home OR Spouse's trip to visit Resident at their rotation location.</p> <p><u>Elective Rotations:</u> One (1) return trip per elective rotation (regardless of duration) fulfilled in rural locations in Alberta for the express purpose of having more rural experience in a specific area; for elective rotations in locations at the request and with the prior approval of the co- director (e.g. remediation, unavailable at the "home base") to a maximum of \$750/return trip.</p> |

¹ "home base" includes the communities of Grande Prairie, Red Deer, Medicine Hat and Lethbridge.

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| | <p>Reimbursement of travel for out-of-Province elective rotations will only occur if the elective rotation has been certified in advance by the co-director as not available in Alberta. When submitting expense claim, please attached the authorized documentation of approval from the Co-Director.</p> <p><u>Family Travel for Extended Rotations:</u></p> <p>To help the Resident's immediate family see the rural reality the Resident is experiencing and thus assist possible recruitment, married residents on their extended (4-5 month) Family Medicine rotation may be reimbursed for one (1) return trip per rotation for their family (spouse and children by birth or adoption) to attend the rotation site.</p> <p>The maximum reimbursement is \$750/trip. Married means two spouses legally married or living common law as defined by the Canada Revenue Agency.</p> <p>This family trip to the rotation site is in addition to the other funded trips the Resident is permitted outlined in these guidelines.</p> |
| Other Expenses | Provision |
| Life Support Courses | <p>The registration costs of approved "life support" courses are reimbursed through the Educating and Employing Entities-PARA Agreement.</p> <p>Eligible expenses reimbursed by RPAP include accommodation, meals and travel.</p> |
| Conferences | <p>\$1,000.00 annual conference allowance in each academic year (July-June) for attendance at conferences chosen by the Resident and approved by the co-directors. Eligible expenses include registration fees, accommodation, meals and travel.</p> |
| Administrative Resident Stipends | <p>Administrative Resident stipends are reimbursed through the Educating and Employing Entities-PARA Agreement.</p> |

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| <p>Reimbursement will be for the actual transport used. Claimants are encouraged to use the least expensive method amongst economy airfare, bus, train or mileage at the current RPAP mileage rate. Receipts are required for all items claimed</p> |
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Please also refer to the following RPAP policies available on the RPAP web site: Consultant/ARFMN Resident Expense Reimbursement, Reimbursement Rates, and RPAP Rural Accommodation