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REIMBURSEMENT RATES

1.0 Purpose

- 1.1 The Alberta Rural Health Professions Action Plan (RHPAP) understands the various expenses that are incurred as a result of conducting RHPAP business. To ease the financial burden of these costs, RHPAP provides reimbursement for such expenses at the rates approved by the Board.
- 1.2 The purpose of this policy is to provide guidance on the approved RHPAP reimbursement rates and stipends.

2.0 Definitions

- 2.1 None

3.0 Policy

3.1 Vehicles:

- 3.1.1 **Mileage:** The mileage rate is \$0.52/km. **(includes gst of 2.5 cents/km)**
- 3.1.2 **Taxi and Bus:** Taxi and bus fares incurred travelling to and from airports or travelling locally between business-related functions are reimbursable at actual cost.
- 3.1.3 **Auto Rental:** Automobile rental will be reimbursed only if taxi or bus services are unavailable, or if fares would exceed rental charge.
- 3.1.4 **Parking Charges:** Parking charges are reimbursable at actual cost when travelling by personal or rental auto.

3.2 Air Travel:

- 3.2.1 Travel by scheduled air travel is paid at actual cost for non-executive class fares.
- 3.2.2 Reimbursement of extra optional fees is not permitted, e.g. valet parking, excess baggage unless for RHPAP related business items, preferred seating unless air travel exceeds six (6) hours, lounge access.
- 3.2.3 Travel by private aircraft will be paid at the lower of economy airfare for scheduled air travel or auto travel.

3.3 **Meals:** Maximum allowable personal meal expenditure guidelines are as follows
Reimbursement With Receipts: (excludes GST) Detailed Meal “receipts” must be submitted with the expense claim to be eligible for reimbursement. *Note: This represents the standard meal guideline but exceptions may be made, dependent upon circumstances (ie: location of the event/conference/ restaurant options etc., and if approved by management).*

3.3.1 Breakfast = \$18.00

3.3.3 Dinner = \$35.00

3.3.2 Lunch = \$25.00

3.4 **Honoraria and Stipends:**

3.4.1 **Recruitment Support Program:** The preceptor honorarium for conducting an assessment for additional skills required to determine clinical privileges shall not exceed \$5,000 per month and the candidate shall receive \$500 per week up to a maximum of \$6,000 (12 weeks) .

3.4.2 **Preceptors/Faculty/GFT Faculty & Staff: the loss of practice time rate is \$700 per full day and \$350 per half day (including travel time).** The honorarium is \$250. The loss of practice time rate and the honorarium reflect a voluntary contribution to the profession, and as such, are not meant to reflect market value for the physician’s time or expertise.

3.4.3 **Speakers/Presenters:** The honoraria for speakers/presenters whose presentation exceeds two hours duration is **\$300 per event**, and **\$150 per event** for presentations of one to two hours duration. Appropriate acknowledgement recognition may be provided to speakers/presenters whose presentation is less than one hour duration.

3.4.4 **Preceptor Honoraria— Peter K. Lindsay Enrichment Training Program:** The honoraria for physician trainees is \$40,000 per year prorated to the length of the training; and \$80,000 per year for 12-month approved training programs. The preceptor honorarium is \$1,000 per month prorated for the length of the training, and \$2,000 per month prorated for 12-month approved training programs.

3.4.5 **Shadowing Experience:** The medical student expense allowance is as follows:

- a) Inclusive of all expenses for shadowing experiences is up to \$100 per day (under 300km one way).
- b) For shadowing experiences (over 300km one way) student will receive up to \$200 per travel day (inclusive of all expenses) and up to \$100 per day for non-travel days. *Note: There is a limit of 2 “Over 300km” Shadow Experiences per Academic Year.*

The policy detailed above is for use under normal operating circumstances, and is meant as a guideline only. Unforeseen circumstances may arise in which the Alberta Rural Health Professions Action Plan (RhPAP) finds it necessary to take other steps not designated within this policy. The RHPAP Executive Director reserves the right to take alternative steps at his/her discretion.

- c) For shadowing experiences (over 600km one way) student will receive up to \$300 per travel day (inclusive of all expenses) and up to \$100 per day for non-travel days. *Note: There is a limit of 1 "Over 600km" Shadow Experiences per Academic Year.*

The preceptor honorarium for a shadowing experience and skills days is \$200 per day. The honorarium reflects a voluntary contribution to the profession and as such is not meant to reflect market value for the physician's time or expertise.

3.5 Board Remuneration: A member of the Board, other than the Chairperson, shall be remunerated in accordance with Provincial government policy:

Fee-for-service physicians (including physicians in the role of Chairperson) shall be remunerated as follows:

- a) \$450 for up to and including four hours in any day, or
- b) \$675 for over four hours and up to and including eight hours in any day, or
- c) \$900 for over eight hours in any day, spent on the business of the Board.

Other Board Members will be remunerated in accordance with Provincial Government Policy as follows:

- a) \$115 for up to and including four hours in any day, or
- b) \$191 for over four hours and up to and including eight hours in any day, or
- c) \$306 for over eight hours in any day, spent on the business of the Board.

3.5.1 The Chairperson or person acting as the Chairperson of the Board shall be remunerated in accordance with Provincial government policy;

- a. \$169 for up to and including four hours in any day, or
- b. \$290 for over four hours and up to and including eight hours in any day, or
- c. \$454 for over eight hours in any day,
- d. spent on the business of the Board.

1. Travel time to and from Board meetings is aligned to subsection (a) in each of the above.
2. Board members who are employees of other organizations shall accept remuneration in compliance with their employer's policy.
3. A Board of Directors regular meeting is considered over eight hours in consideration of preparatory time.

Procedure

3.6 Non-Compliance

- 3.7 Failure to comply with this policy could result in disciplinary action, up to and including dismissal and/or legal action, as determined by the Executive Director.

4.0 Applicable Forms

- 4.1 None