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Category: Finance

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## CONSULTANT AND RESIDENT EXPENSES

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### 1.0 Purpose

- 1.1 The RPAP understands that various expenses are incurred as a result of conducting RPAP business or completing a rural-based residency program. To ease the financial burden of these costs, RPAP provides reimbursement for such expenses.
- 1.2 The purpose of this policy is to provide guidance on the type and nature of expenses that RPAP will reimburse consultants/ARFMN residents within Canada.

### 2.0 Definitions

- 2.1 None

### 3.0 Policy

- 3.1 **Travel** by personal automobile is reimbursable at the rate determined by the RPAP Board and calculated by the shortest, most direct route. Mileage, **not just the amount payable**, must be stated on the expense claim.
  - 3.1.1 ARFMN Residents should calculate mileage between training sites using the applicable RAN or RAS mileage chart.
  - 3.1.2 Taxi and bus fares incurred travelling to and from airports or travelling locally between business-related functions, are reimbursable at actual cost. Automobile rental will be reimbursed if taxi or bus services are unavailable, or if fares would exceed rental charge.
  - 3.1.3 Parking charges are reimbursable at actual cost when travelling by personal or rental auto.
- 3.2 **Hotel:** Cost of a single guest room is reimbursable to a maximum room rate determined by the RPAP.
  - 3.2.1 When a direct master billing to the RPAP has been arranged, only the room rate and associated taxes are covered. All other charges against the room are the traveler's responsibility unless they constitute reasonable reimbursable items, in which case they may be submitted as part of the reimbursement request.
- 3.3 **Meals:** When travelling on RPAP or ARFMN business, personal meals are reimbursable at actual costs if less than the maximum allowable personal meal expenditure limits determined by the Board of Directors, and when not provided as part of a sponsored activity.
  - 3.3.1 RPAP does not reimburse for any alcoholic beverages.

- 3.3.2 RPAP will only reimburse for breakfast/lunch/dinner meetings if the purpose of the meeting and those in attendance are clearly indicated and approved.
- 3.4 Spouses/partners and families of ARFMN Residents are occasionally invited to RAN or RAS academic events. However, the ARFMN will reimburse only the Resident's accommodation and travel.
- 3.5 **Receipts** (including taxi chits) are required for all items claimed. Credit card receipts without a breakdown of expenses will be rejected.
- 3.6 RPAP will not reimburse expense claims that are reimbursable through other organizations. Each expense claim submitted to RPAP for reimbursement should be accompanied by:
  - 3.6.1 A complete, signed and dated RPAP/ARFMN Expense Claim form.
  - 3.6.2 Copies of receipts for purchased items, which must be taped to a white sheet of letter-size paper.
- 3.7 **See also the respective "Rotation Expense Reimbursement Guidelines" for ARFMN and for the Rural Rotations Program, and "Reimbursement Rates".**

#### **4.0 Procedure**

- 4.1 Invoices should be mailed or faxed separately from expense claims. All documentation that is to be paid as an expense should not appear on your invoice.
- 4.2 All claims should be submitted within 90 days from the date of service.
- 4.3 Claimants working on more than one topic should breakdown the time by major activity, so that it can be coded to the correct GL number.
- 4.4 ARFMN Residents: Expense claims should be signed and dated by the Resident and submitted to the applicable RAN/RAS Rural Program Coordinator. The Rural Program Coordinator reviews the claim and makes a recommendation for payment. This may involve a review of the expense claim with the Unit Director.
- 4.5 The Rural Program Coordinator then forwards the claim to the RPAP Executive Director for consideration.

#### **5.0 Compliance**

- 5.1 Failure to comply with these guidelines could result in RPAP's refusal to reimburse a claim. Knowingly submitting a false claim for reimbursement may result in legal action.

#### **6.0 Applicable Forms**

- 6.1 RPAP General Expense Claim

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 Physician Action Plan (RPAP) finds it necessary to take other steps not designated within this policy. The RPAP Executive Director reserves the right to take alternative steps at his/her discretion.