



## Alberta Rural Family Medicine Network

Policy & Procedure:	ARFMN Expenses – Preceptors
Target Group(s):	Network preceptors/faculty
Goal:	RPAP Administration
Approval Date:	19 January 2001
Revisions:	14 March 2002, 11 December 2003, 23 March 2005, 19 September 2005

### 1.1 PURPOSE

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The purpose of this policy is to provide guidance on the type and nature of expenses the RPAP will reimburse Network preceptors/faculty within Canada with respect to activities that are of direct benefit to the trainees versus the Network preceptors/faculty.

### 1.2 GUIDELINES & PROCEDURE

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#### 1. Teaching/Administration – Practice Time

The RPAP will reimburse Network preceptors/faculty a “loss of practice time” stipend, airfare, accommodation, ground transportation, and meals related to teaching and Network administrative activities including interviews and committee meetings that occur during clinical practice time, and when that contribution is not reimbursable through other organizations, and for a teaching activity of two (2) hours or greater.

#### 2. Teaching/Administration – Other

The RPAP will reimburse Network preceptors/faculty an honorarium, airfare, accommodation, ground transportation, and meal costs related to teaching and Network administrative activities at other occasions outside of clinical practice time, and when that contribution is not reimbursable through other organizations, and for a teaching activity of two (2) hours or greater.

#### 3. Faculty Development

The RPAP will reimburse Network preceptors/faculty airfare, accommodation, ground transportation, and meal costs related to Network faculty development activities, when they must travel from their main teaching location, and when that contribution is not reimbursable through other organizations.

Activity	Travel, Accommodation & Meals	Loss of Practice Time Stipend	Honorarium
Teaching/Administration – practice time	X	X	
Teaching/Administration – other	X		X
Faculty Development	X		

4. Each application shall be accompanied by:
  - a complete and signed ARFMN Expense Claim and,
  - copies of receipts taped to a white sheet of paper, 8.5X11 inches.
  - Date and times of participation in teaching/ faculty development/ administrative activities
  
5. Reimbursement Rates
  - The mileage rate, “loss of practice time” stipend, the honorarium and other reimbursable expenses shall be paid at levels as determined by the RPAP Board from time to time.
  - 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.

### 1.3 EXPENSE REIMBURSEMENT PROCESS

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1. The RPAP Executive Director shall review every expense claim for clarity and completeness.
2. All claims must be submitted within 90 days from the date of “service”.
3. The RPAP Executive Director shall consider the applications and make payment according to eligibility, and the information provided with the claim to the reimbursement limits set from time to time.