



**The Alberta Rural Physician Action Plan &  
Alberta Rural Family Medicine Network**



Policy & Procedure:	Reimbursement of GFT Expenses
Target Group(s):	Full-time University Faculty & Staff
Goal:	RPAP Administration
Approval Date:	14 March 2002
Revisions:	13 December 2002, 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 “full-time” faculty and staff with respect to activities that are of direct benefit to the trainees. “Full-time” in relation to this policy and procedure is defined as engagement by the University for teaching, administrative and/or research purposes 50% or more of the individual's time.

**1.2 GUIDELINES & PROCEDURE**

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1. Teaching/Administration – Practice Time  
The RPAP will reimburse full-time faculty/staff a “loss of practice time” stipend, airfare, accommodation, ground transportation, and meals related to teaching activities and Network administrative activities including course preparation, interviews, site visits, and committee meetings when they must travel from Calgary or Edmonton during clinical practice time, and when that contribution is not reimbursable through other organizations.
2. Teaching/Administration - Other  
The RPAP will reimburse full-time faculty/staff an honorarium, airfare, accommodation, ground transportation, and meal costs related to teaching activities and Network administrative activities including course preparation, interviews, site visits, and committee meetings outside of clinical practice time when they must travel from Calgary or Edmonton on other occasions, and when that contribution is not reimbursable through other organizations.
3. Faculty Development  
The RPAP will reimburse full-time faculty/staff airfare, accommodation, ground transportation, and meal costs related to faculty development activities, when they must travel from Calgary or Edmonton, 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		

Each application shall be accompanied by:

- a complete and signed RPAP or ARFMN Expense Claim (as applicable),
- 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.