

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

Approved: 1 Sept. 2006  
Revised: 8 Jan 2007, 1 Oct. 2009

**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
Accommodation & Meals	<p><u>Mandatory Rotations:</u> Accommodation outside of the Resident's "home base"<sup>1</sup> is arranged by and paid through RPAP's Rural Accommodation Coordinator in advance of <b>mandatory</b> rotations in Alberta and out-of-Province.</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 <b>elective</b> 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 <b>in advance</b> by the co-director as <b>not available in Alberta</b>. 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 <b>selective</b> 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 <b>in advance</b> by the co-director as <b>not available in Alberta</b>. 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> One (1) return trip per <b>mandatory</b> or <b>selective</b> rotation (regardless of duration) if the Resident has retained accommodation at their "home base."  Extra return trips for "academics" required at the request of the co-director will be reimbursed.</p> <p><u>Elective Rotations:</u> One (1) return trip per <b>elective</b> rotation (regardless of duration) fulfilled in rural locations in Alberta for the express purpose of having more rural experience in a specific area; for <b>elective</b> 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.  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 <b>not available in Alberta</b>.</p>

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

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Other Expenses	Provision
Life Support Courses	The registration costs of approved "life support" courses are reimbursed through the CAHCA-PARA Agreement. Eligible expenses reimbursed by RPAP include accommodation, meals and travel.
Conferences	\$500 annual conference allowance for attendance at conferences chosen by the Resident and approved by the co-directors. Eligible expenses include registration fees, accommodation, meals and travel.
Administrative Resident Stipends	Administrative Resident stipends are reimbursed through the CAHCA-PARA Agreement.

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
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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