



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



Policy & Procedure:	Consultant/ARFMN Resident Expense Reimbursement
Target Group(s):	RPAP/ARFMN Associates & ARFMN Residents
Goal:	RPAP Administration
Approval Date:	11 September 2003
Revisions:	12 February 2004, 23 March 2005, 19 September 2005, 12 April 2007

1.1 PURPOSE

The purpose of this policy is to provide guidance on the type and nature of expenses the RPAP will reimburse.

1.2 GUIDELINES & PROCEDURE

Travel

1. Travel by personal automobile is reimbursable at the rate determined by the RPAP Board from time to time and calculated by the most direct and shortest route. Mileage must be stated on the expense claim not just the amount payable. ARFMN Residents should calculate mileage between training sites using the applicable RAN or RAS mileage chart.

Taxi and bus fares incurred travelling to and from airports or travelling locally between business related functions are reimbursable at actual cost.

2. Automobile rental will be reimbursed if taxi or bus services are unavailable or if fares would exceed rental charge.
3. Parking charges are reimbursable at actual cost when travelling by personal or rental auto.

Hotel

1. Cost of single guest room is reimbursable, to a maximum room rate determined by the RPAP.
2. 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 traveller's responsibility unless they constitute reasonable reimbursable items, in which case they may be submitted as part of the reimbursement request.

Meals

1. 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 from time to time, and when not provided as part of a sponsored activity. RPAP generally does not reimburse for any alcoholic beverages, only beverages such as soft drinks, juice, milk and tea/coffee purchased with a meal.

2. Breakfast, luncheon and/or a dinner meetings must indicate the purpose of the meeting and who attended the meeting.
3. Spouses/partners and families of ARFMN Residents are generally invited to all RAN or RAS academic events. However, the ARFMN will only reimburse Resident' accommodation and travel. Spouses/partners' meals are covered only if outside of their town/city of residence following the same guidelines for Resident' meals and beverages as outlined in this policy.

Miscellaneous

1. Itemize miscellaneous travel expenses when requesting reimbursement.

Receipts

1. Receipts including taxi chits are required for all items claimed.

Expense Claims

1. Each expense claim shall be accompanied by:
 - a complete, signed and dated RPAP or ARFMN Expense Claim form; and,
 - Copies of receipts stating what was purchased taped to a white sheet of paper, 8.5X11 inches. Credit card receipts without a breakdown of expenses will be rejected.
2. Expense Claims reimbursable through other organizations will not be paid by the RPAP.

1.3 EXPENSE REIMBURSEMENT PROCESS:

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.
2. All claims must be submitted within 90 days from the date of "service".
3. Claimants working on more than one topic such as "Spousal Programming/ Consultant North", etc., should breakdown the time by major activity so that it can be coded to the correct General Ledger (GL) number.
4. ARFMN Residents - Expense claims must be signed and dated by the Resident and submitted to the RAN or RAS Rural Program Coordinator as applicable. The Rural Program Coordinator shall review the claim and make a recommendation for payment. This may involve a review of the expense claim with the Unit Director. The Claim will be forwarded to the RPAP Executive Director for consideration.
5. The RPAP Executive Director shall review every invoice/expense claim for clarity and completeness and shall make payment accordingly to the eligible procedures and limits, and the information provided with the claim to the reimbursement limits set from time to time.
6. The RPAP has 21 days to process all invoices and expense claims.