

PARA PERSONAL EXPENSE FORM

Receipts required for all reimbursements

Please refer to page 2 for PARA Expense Reimbursement Policy

NAME: _____

ADDRESS: _____

(PLEASE INCLUDE POSTAL CODE) _____

EMAIL: _____

| EXPENSE | EVENT | DATE | AMOUNT |
|---------|-------|------|--------|
|---------|-------|------|--------|

1. Travel & Accommodation (Air & Ground Travel, Parking, Mileage @ \$0.48/km, Hotel, ETC.):

| | | | |
|--|--|--|----|
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | | \$ |

2. Meals (Restaurant, Date, and Meal Type – B/ L/ S):

| | | | |
|--|--|--|----|
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | | \$ |

3. Office/ Special/ Other:

| | | | |
|--|--|--|----|
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | | \$ |

| OFFICE USE ONLY: | | | |
|------------------|--------|---------------------|--|
| ACCOUNT | AMOUNT | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | TOTAL: | |
| | | CHEQUE # | |
| | | DATE ISSUED: | |

TOTAL CLAIM: \$ _____

SIGNATURE: _____

DATE: _____



EXPENSE REIMBURSEMENT POLICY

PARA reimburses costs incurred in the process of fulfilling authorized commitments on behalf of PARA or through the PARA Conference Sponsorship Program. Representatives and individuals chosen to participate in the PARA Conference Sponsorship Program are expected to receive approval from PARA's Executive Director or Director of Operations & Communications regarding expenses not specifically mentioned in this policy. Representatives and authorized conference attendees should claim prudently as they are spending the fees of fellow resident physicians.

To Be Eligible for Reimbursement:

1. PARA's official representatives attending Alberta or Canada Medical Association (AMA/CMA) or College of Physician and Surgeons of Alberta (CPSA) meetings should claim expenses and per diems through the AMA and CPSA respectively. Per diems should be directed to PARA as these funds go toward the PARA board stipends.
2. PARA's authorized observers at AMA/CMA, CPSA, or other stakeholder meetings should claim their expenses through PARA. Authorization may be established through either email or written documentation from the PARA office.
3. Representatives and authorized conference attendees pay their own expenses and are reimbursed after the event upon submitting a reimbursement claim form.
4. Representatives and authorized conference attendees collect and submit original itemized receipts for all expense claims; a debit and credit card receipt alone is not sufficient for reimbursement purposes.
5. Representatives and authorized conference attendees must clearly identify the committee, purpose, date, and location of the event on the claim form.
6. Representatives and authorized conference attendees should submit expense claims **as soon as possible within 60 days** of the expenses being incurred.

Allowable Expenses

Transportation

1. Airfare to a distant location of an approved meeting, event, or sponsored conference.
 - a. All representatives and conference attendees are expected to travel economy class (including WestJet economy fare and Tango fares for Air Canada) and are encouraged to book responsibly. Last-minute bookings can be very costly; whenever possible, book in advance to obtain a reasonable rate.
2. Mileage for distant driving at the current rate of \$0.48/km.¹ Mileage includes all personal vehicle-related costs such as gas, maintenance, insurance, etc.
 - a. No reimbursement will be provided to representatives who travel individually when a chartered bus, shuttle, car/taxi pools are available. Exceptions will be made where a representative has discussed the circumstances of alternate travel with the PARA office prior to the date of travel.
 - b. Representatives and conference attendees are required to identify the exact mileage on the claim form.
3. Local ground travel (i.e. taxis, car rental, airport bus, bus, train, subway.)
 - a. Taxi receipts should include a date, start point, destination, and the meeting/event attended. If the taxi receipt is a card filled out by hand, it should include the driver or unit number. If the

¹ This amount is on par with that of the Alberta Medical Association.

taxi payment is by a debit or credit card, the original taxi receipt must accompany the debit/credit card receipt.

4. Parking where applicable.
 - a. Hotel, airport, and public parking will be reimbursed with receipt.
 - b. Metered parking will also be reimbursed with provision of time, date, location, and meeting details.
 - c. No valet parking will be reimbursed.

Accommodation

5. Costs of accommodation.
 - a. Representatives and conference attendees may choose to stay at a different hotel than the meeting/ conference/ event host hotel or the hotel approved by PARA; however, hotel expenses will only be reimbursed up to the equivalent cost of staying at the approved hotel to a normal maximum of \$260/ night before tax.²
 - b. If representatives and conference attendees are unable to attend meetings, conferences, etc, they are responsible for notifying the PARA office within 24 hours of the date of the meeting to avoid PARA incurring cancellation costs. If representatives/ conference attendees are staying at a hotel not approved by PARA, they are responsible for knowing the cancellation policy of their selected hotel and ensuring adequate notice is given if canceling a reservation, so as not to incur cancellation costs.
 - c. The original itemized hotel bill must accompany the expense form.
 - d. When a representative/ conference attendee is provided free accommodation by a relative or friend, a token of appreciation may be claimed in lieu of a hotel accommodation up to \$50 per day.
 - e. For conference attendance, individuals will be reimbursed for one night of hotel accommodation for every day of the regular conference. If an attendee is unsure of how many nights for which he/she will be reimbursed, he/she should contact the PARA office for clarification.

Meals

6. Eligible meals will be reimbursed up to the following maximums: breakfast \$20.00 plus tip, lunch \$30.00 plus tip, dinner \$60.00 plus tip, and \$10.00 per day miscellaneous food and drink.
 - a. Meals will be reimbursed where the meeting host does not provide a meal during the meeting.
 - b. While traveling for conferences or on PARA business, representatives and conference attendees are able to claim meals up to a maximum of \$120 per day where meals are not provided.
 - c. Alcohol guidelines (included in meal maximums)
 - i. If alcohol is consumed during a meal, PARA will reimburse one alcoholic beverage per day.
 - ii. Only the president, vice president of operations & finance, executive director, or selected designate may choose from a wine list for a group meal.
 - d. Tips will be reimbursed for up to 20% of the cost of the meal.
 - e. If meal expenses incurred are in excess of suggested rates, a short description of the reason(s) must accompany the expense claim.

Other

7. PARA social events paid for by PARA representatives.
8. Miscellaneous reimbursable expenses MAY include, but are not necessarily limited to, the following:
 - a. Tips and gratuities
 - b. Local and long distance calls for PARA/ conference/ meeting business
 - c. Internet for PARA/ conference/ meeting business
 - d. All miscellaneous expenses must be documented with itemized receipts and an explanation.
9. Certain courtesy, entertainment, or miscellaneous expenses where deemed appropriate.

² This amount is on par with that of the College of Physicians and Surgeons of Alberta.
//Policy approved by the PARA Board of Directors at the January 31, 2011 Board Meeting