

REAP Rural Medicine Community Experience Program

Guidelines and Policies

The Rural Medicine Community Experience Program provides funding for medical students participating in the FMIG Rural Shadowing Initiative or the Divisions of Family Practice Medical Learner Rural Experience, as outlined in this document's guidelines and policies. This program offers students the opportunity to explore the benefits of living and practicing medicine in rural BC through immersive short-term visits. Participants may engage in clinical shadowing, connect with local healthcare teams, experience community life, and take part in local activities, gaining valuable insights into rural healthcare and its unique rewards.

BENEFITS

- Reimbursement of up to \$1,000 of actual travel and accommodation expenses.

EXPENSE POLICIES

Unless previously approved, selected students will be expected to participate in all planned activities of the initiative to qualify for reimbursement of expenses. Efforts should be made to minimize expenses by travelling or staying in groups whenever possible.

Funding for roundtrip travel is between the home training site and the rural community. Participants are expected to choose the most economical and practical travel and accommodation options for their circumstances.

The claim submission must include itemized receipts for all expenses except distance travelled by personal vehicle. Credit card receipts will not be accepted. All other sources of funding must be declared on the claim.

LODGING – Accommodation expenses will be reimbursed to a maximum of \$150/night/person. Actual accommodation expenses will be reimbursed for one night before the initiative activities and for the nights the activities occur. For example, if the activities occur on Saturday and Sunday, you may claim reimbursement of actual accommodation expenses for Friday-Sunday nights (3 nights). Accommodation expenses for personally owned properties or those owned by a partner or relative are not eligible.

LAND TRAVEL – If travelling by personal vehicle, mileage will be reimbursed at a rate of .63 cents/km. Travel expenses within the initiative community city will not be reimbursed (i.e. daily commute). Please include a map of the distance travelled (i.e. Google Maps). Please

avoid travelling by rental car and instead use more economical transportation methods. However, if a rental car is required to reach the community, reimbursement will be based on the most economical vehicle available and only for the number of days actually required to travel to and attend the activities.

AIR TRAVEL – Airfare will be reimbursed based on the most economical fare available. Excess baggage, seat selection or change fees will not be reimbursed.

MEALS & OTHER EXPENSES – Reimbursement of meals or other expenses will not be provided unless previously approved by the REAP office in writing.

CLAIM PROCESS & DEADLINE

Participants of the Divisions of Family Practice Medical Learner Rural Experience must submit their claim directly to the Divisions and are subject to the Divisions policies.

Participants of the FMIG Rural Shadowing Initiative must submit their claim [online](#) through the Rural Conference and Events Sponsorship Program. Select the “Rural Shadowing Initiative Claim” option for the first question on the application. The application must be submitted within 30 days of the activity or by March 31, whichever is sooner. Claims may not be paid prior to the completion of the activity or after the claim deadline.

PAYMENT PROCESS

All REAP payments are issued by Doctors of BC via electronic funds transfer (EFT). **Before submitting a claim, banking information must be updated/added at www.doctorsofbc.ca**

In addition to updating/adding your banking information, **download and complete the [Electronic Funds Transfer \(EFT\) Payment Authorization Form](#)**. There will be a prompt to upload a completed copy of this form within the claim process.

RESOURCES

For inquiries related to claims and payments or general program questions, please contact the REAP Program Assistant at REAP.Students@ubc.ca.