



Rural Education Action Plan

Rural Family Practice Clerkship and Fourth Year Rural Electives

Claim Form

GENERAL INFORMATION		
NAME	PHONE #	
ADDRESS	DOCTORS OF BC ID # (IF APPLICABLE)	
CITY, PROVINCE	POSTAL CODE	EMAIL ADDRESS
REAP payments will only be made by direct deposit to your bank account. Please read through the Program Guidelines & Policies prior to completing this form.		

CHECK ONE	PROGRAM YOU ARE CLAIMING FOR	DATES MUST BE PROVIDED	
<input type="checkbox"/>	1. Rural Family Practice Clerkship – Undergraduate Rural Participation Program (Year 3)	START DATE:	END DATE:
<input type="checkbox"/>	2. Fourth Year Rural Electives – Undergraduate Rural Participation Program	START DATE:	END DATE:

EXPENSE DETAILS: Please submit copies of receipts for all expenses marked with an “**”		
ACCOMMODATION* - Not to exceed weekly allowance outlined in the Program Guidelines & Policies.		\$
TRAVEL - Travel expenses will be reimbursed to a maximum of \$1,000/rotation towards one round trip to the RSA Community		
RSA Community: _____		
a) Personal Automobile Travel _____ km @ \$0.63/km	\$ _____	
b) Rental Automobile Travel _____ km @ \$0.15/km	\$ _____	
c) Ferry / Toll / Car Rental / Taxi / Bus *	\$ _____	
d) Airfare *	\$ _____	
Add lines a, b, c & d ►		\$
TOTAL AMOUNT REQUESTED ►		\$
Are you receiving funding for this rotation from another source? If YES, please attach details to this form.		\$
<input type="checkbox"/> No	<input type="checkbox"/> Yes	AMOUNT ►

I hereby certify that the information provided on and with this application is truthful and accurate. As this benefit is taxable, I authorize the use of the information contained in this application for the administration of the Membership/Benefit Programs.

Signature: _____ **Date:** _____

FOR INTERNAL USE ONLY:	
DATE RECEIVED: _____	CODE: _____
APPROVED: _____	_____

PLEASE RETURN YOUR COMPLETED CLAIM FORM TO THE DOCTORS OF BC BY EMAIL, MAIL OR FAX

REAP Undergraduate Rural Participation Programs (Years 3 and 4)

Policies & Guidelines

The REAP Undergraduate Rural Participation Programs fund REAP UBC medical students who complete the Rural Family Practice Clerkship and/or Fourth Year Electives in Rural Subsidiary Agreement (RSA) Communities except for Prince George.

Eligible medical students may apply for reimbursement of actual travel and accommodation expenses according to REAP's Expense Policies below:

- Accommodation up to \$700 for rotations of two weeks or less. An additional \$350/week is provided for rotations longer than two weeks.
- One roundtrip travel between the home training site and the rotation site up to \$1,000.

Upon submission of the claim, to maximize reimbursement, the REAP or DoBC office may combine travel and accommodation allocations in cases where one expense category is over the individual category limit.

EXPENSE POLICIES

Eligible expenses directly incurred by the student will be reimbursed. The claim submission must include itemized receipts for all expenses except distance travelled by personal vehicle or rental car. Credit card receipts will not be accepted. Students are expected to choose the most economical travel/accommodation options that are practical for their circumstances. All other sources of funding must be declared on the claim form.

ACCOMMODATION – Accommodation expenses will be reimbursed as outlined above; however, a limit of \$200/night applies to all accommodation support regardless of the duration of the rotation and/or the provision to combine travel and accommodation allocations.

LAND TRAVEL – If travelling by personal vehicle, roundtrip mileage between the home training site and the rotation site will be reimbursed at a rate of \$0.63/km. If a rental car is required to reach the rotation community, reimbursement will be based on the most economical vehicle available plus one roundtrip between the pick-up location and the rotation site at a rate of \$0.15/km. Travel expenses within the elective community will not be reimbursed (i.e. daily commute).

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.

NORTHERN MEDICAL PROGRAMS TRUST (NMPT)

Fourth-year UNBC medical students doing electives in Williams Lake, 100 Mile House or communities in the Northern Health Authority (except Prince George) are eligible for NMPT funding. Eligible students receive a tuition waiver and travel bursary from the NMPT.

Students eligible for NMPT funding may apply to REAP for accommodation funding *only*. REAP will not cover travel expenses related to NMPT-eligible rotations unless the NMPT funding does not cover all of the travel expenses related to the rural elective. When NMPT funding is not sufficient, REAP will cover the difference for reasonable travel expenses up to a maximum of \$1,000. NMPT funding must be declared on the REAP claim form.

DEADLINE

The claim form and all supporting documentation must be submitted to Doctors of BC within 90 days of rotation completion. Any unclaimed funds after this date will be forfeited.

PAYMENT PROCESS

REAP payments will only be made via direct deposit. Submit your banking information to Doctors of BC by visiting: <https://www.doctorsofbc.ca/account/member/banking/add>.

INCOME TAX

REAP payments are considered to be a taxable benefit and as such, a T4A will be issued. You may claim educational costs as a deduction for income tax purposes. Please contact your tax advisor for further details.

RESOURCES

For inquiries related to claims and payments, please visit www.doctorsofbc.ca, phone 604-736-5551 or email benefits@doctorsofbc.ca. For program inquiries please contact the REAP Program Assistant at REAP.Students@ubc.ca.