

# REAP Rural Shadowing Initiative

## Guidelines and Policies

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REAP helps financially support events that promote rural medicine through the Sponsored Events and Rural Conferences Program. The Rural Shadowing Initiative will be supported by REAP based on the guidelines and policies contained in this document.

### OBJECTIVE

Provides early exposure to rural medicine for pre-clerkship UBC medical students, with the aim of stimulating interest in future rural practice. The initiative allows selected students to shadow family doctors working in rural settings for a weekend, promoting an understanding of rural practice and giving interested students the chance to meet physicians in their desired fields, while experiencing first-hand the differences between urban and rural family practice prior to clerkship.

### BENEFITS

- Reimbursement of up to \$1,000 of actual travel and accommodation expenses/group. Groups will consist of 2-4 selected UBC medical students shadowing family doctors in a Rural Subsidiary Agreement Community.

### 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

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. Please try to minimize costs by travelling/staying with fellow students.

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).

**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

One member of the group should be selected to submit a claim for all eligible expenses incurred by the group. They 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](http://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](mailto:REAP.Students@ubc.ca)