

REAP Rural Conference Sponsorship Program

Guidelines and Policies

The REAP Rural Conferences Sponsorship Program provides funding to UBC medical students and residents to attend national and provincial rurally-focused medical conferences each year.

BENEFITS

- Conference registration funding to attend RCCbc's Rural Health Conference or SRPC's Rural & Remote Medicine Course.
- Reimbursement of up to \$1,200 of actual travel and accommodation expenses.

ELIGIBILITY

- Must be enrolled in the UBC MD Undergraduate Program or;
- Must be enrolled in a UBC Family Medicine, Specialty or Subspecialty Residency Program and;
- Must have an interest in exploring rural medicine upon completion of training

APPLICATION PROCESS

Eligible applicants may apply to REAP's Rural Conference and Events Sponsorship Program [online](#) between September 1 – January 31 for the upcoming Spring conference season. Those selected for sponsorship will be contacted by the REAP office by February 28.

EXPENSE POLICIES

Unless previously approved, sponsored students and residents will be expected to attend the entire conference to qualify for reimbursement of expenses. If you anticipate missing any portion of the conference or if you no longer plan to attend, please contact the REAP office immediately.

Roundtrip travel is between the home training site and the conference city. Travellers 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 a fellow student or resident.

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. Actual accommodation expenses will be reimbursed for one night before the conference and for the nights the conference occurs. For example, if the conference occurs on Tuesday and Wednesday, you may claim

reimbursement of actual accommodation expenses for Monday-Wednesday 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 conference 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 conference, 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 conference.

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

CONFERENCE FEES – Registration for either of the conferences must be done using the link provided by the REAP office. This will ensure that you are only billed for the portion of the conference fees not provided by REAP and will result in a smoother registration process. Please await instructions from the REAP office before registering.

MEALS & OTHER EXPENSES – Reimbursement of meals or other expenses will not be provided.

DEADLINE

Those selected for conference sponsorship must submit their claim [online](#) through the Rural Conference and Events Sponsorship Program within 30 days of the conference or by March 31, whichever is sooner. Claims may not be paid prior to the completion of the conference 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.