

REAP Postgraduate Rural Elective Support Program

Guidelines and Policies

The REAP Postgraduate Rural Elective Support Program funds UBC Postgraduate Fellows and UBC Residents enrolled in Specialty, Subspecialty and Family Practice Residency programs who spend elective time in Rural Subsidiary Agreement (RSA) Communities.

Eligible residents and fellows 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 elective site up to \$1,000.
- For rotations eight weeks or longer, additional roundtrip travel between the home training site and the elective site is funded up to \$1,000 at end of every four-week period.

Upon submission of the claim, to maximize reimbursement, the REAP 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 traveller 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. Travellers are expected to choose the most economical travel and accommodation options that are practical for their circumstances. All other sources of funding must be declared on the claim.

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. Accommodation expenses for personally owned properties or those owned by a partner or relative are not eligible.

LAND TRAVEL – If travelling by personal vehicle, roundtrip mileage between the home training site and the elective site will be reimbursed at a rate of \$0.63/km. If a rental car is required to reach the elective community, reimbursement will be based on

the most economical vehicle available plus one roundtrip between the pick-up location and the elective site at a rate of \$0.15/km. Local mileage (i.e. daily commute and/or travel <25km) will not be reimbursed.

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.

ELECTIVE CONFIRMATION

The elective must be beyond any mandatory rural rotations required by the residency site/program and be confirmed by the Residency Site Coordinator or Program Assistant. Instructions on how to obtain the Elective Confirmation will be provided within the claim process.

DEADLINE

The claim and all supporting documentation must be submitted via the REAP application platform within 90 days of rotation completion or by March 31, whichever is sooner. Claims will not be paid before the completion of the elective or after the claim deadline.

PAYMENT PROCESS

All REAP payments are issued by Doctors of BC via electronic funds transfer (EFT). **Before submitting the 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.