



PARA

Professional Association of
Resident Physicians of Alberta

PARA PERSONAL EXPENSE FORM

Receipts required for all reimbursements (refer to attached *Expense Reimbursement Policy*)

NAME: _____

ADDRESS: _____

EMAIL: _____

EXPENSE	EVENT	DATE	AMOUNT
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1. Travel & Accommodation (airfare, parking, mileage @ \$0.59/km, hotel, etc.)

			\$
			\$
			\$
			\$
			\$

2. Meals (date, meal type [B/L/D])

			\$
			\$
			\$
			\$

3. Office/Special/Other

			\$
			\$
			\$
			\$

OFFICE USE ONLY:			
ACCOUNT	AMOUNT		
_____	_____		
_____	_____		
_____	_____		
_____	_____		
_____	_____		
		TOTAL:	_____
		CHEQUE #	_____
		DATE ISSUED:	_____

TOTAL CLAIM: \$ _____

SIGNATURE: _____

DATE: _____

EXPENSE REIMBURSEMENT POLICY

PARA reimburses costs incurred in the process of fulfilling authorized commitments on behalf of PARA or through the PARA Conference Sponsorship Program. Representatives and individuals chosen to participate in the PARA Conference Sponsorship Program are expected to receive approval from PARA's CEO regarding expenses not specifically mentioned in this policy. Representatives and authorized conference attendees should claim prudently as they are spending the fees of fellow resident physicians.

To be eligible for reimbursement:

1. PARA's official representatives attending Alberta or Canada Medical Association (AMA/CMA), or College of Physician and Surgeons of Alberta (CPSA) meetings should claim expenses and per diems through the AMA and CPSA respectively. Per diems should be directed to PARA as these funds go toward the PARA board stipends.
2. PARA's authorized observers at AMA/CMA, CPSA or other stakeholder meetings should claim their expenses through PARA. Authorization may be established through either email or written documentation from the PARA office.
3. Representatives and authorized conference attendees pay their own expenses and are reimbursed after the event upon submitting a reimbursement claim form.
4. Representatives and authorized conference attendees collect and submit original itemized receipts for all expense claims; a debit/credit card receipt alone is not sufficient for reimbursement purposes.
5. Representatives and authorized conference attendees must clearly identify the committee, purpose, date and location of the event on the claim form.
6. Representatives and authorized conference attendees should submit expense claims **as soon as possible (but within 60 days)** of the expenses being incurred.

Allowable Expenses

Travel/Parking

1. Airfare to a distant location of an approved meeting, event or sponsored conference.
 - a. Representatives traveling on PARA business are expected to book their air travel at the lowest fares available. Receipts must be attached to the claim to be reimbursed.
2. Out-of-town mileage will be reimbursed at \$0.59/km and covers all vehicle costs, including fuel, insurance, wear and tear, etc.
 - a. No reimbursement will be provided to representatives who travel individually when a chartered bus, shuttle, car/taxi pools are available. Exceptions will be made where a representative has discussed the circumstances of alternate travel with the PARA office prior to the date of travel.
 - b. Representatives and conference attendees are required to identify the exact mileage on the claim form.
3. Local ground travel (i.e. taxis/ride share, car rental, public transportation)
 - a. Reasonable expenses will be reimbursed for taxis, car rental, ride shares and/or public transportation. Receipts must be attached to expense claim.

4. Parking

- a. Hotel, airport and public parking will be reimbursed with receipt.
- b. Metered parking will also be reimbursed with provision of time, date, location and meeting details.
- c. No valet parking will be reimbursed.

Accommodation

5. Costs of accommodation

- a. Representatives and conference attendees may choose to stay at a different hotel than the meeting/conference/event host hotel or the hotel approved by PARA; however, hotel expenses will only be reimbursed up to the equivalent cost of staying at the approved hotel to a normal maximum of \$300/night before tax.
- b. If representatives and conference attendees are unable to attend meetings, conferences, etc., they are responsible for notifying the PARA office within 24 hours of the date of the meeting to avoid PARA incurring cancellation costs. If representatives/conference attendees are staying at a hotel not approved by PARA, they are responsible for knowing the cancellation policy of their selected hotel and ensuring adequate notice is given if canceling a reservation, so as not to incur cancellation costs.
- c. The original itemized hotel bill must accompany the expense form.
- d. When a representative/conference attendee is provided free accommodation by a relative or friend, a token of appreciation may be claimed in lieu of hotel accommodation up to \$50 per day.
- e. For conference attendance, individuals will be reimbursed for one night of hotel accommodation for every day of the regular conference. If an attendee is unsure of how many nights for which they will be reimbursed, they should contact the PARA office for clarification.

Meals

6. Eligible meals will be reimbursed up to the following maximums: breakfast \$25 plus tip; lunch \$40 plus tip; dinner \$75 plus tip; and \$15 per day miscellaneous food and drink.

- a. Meals will be reimbursed where the meeting host does not provide a meal during the meeting.
- b. While traveling for conferences or on PARA business, representatives and conference attendees can claim meals up to a maximum of \$155 per day where meals are not provided.
- c. Alcohol guidelines (included in meal maximums)
 - i. If alcohol is consumed during a meal, PARA will reimburse one alcoholic beverage per day.
 - ii. Only the President, Vice President of Operations & Finance, CEO or selected designate may choose from a wine list for a group meal.
- d. Tips will be reimbursed for up to 20% of the cost of the meal.
- e. If meal expenses incurred exceed suggested rates, a short description of the reason(s) must accompany the expense claim.

Other

7. PARA social events paid for by PARA representatives.
8. Miscellaneous reimbursable expenses MAY include, but are not necessarily limited to, the following:
 - a. Tips and gratuities
 - b. Local and long-distance calls for PARA conference/meeting business
 - c. Internet for PARA/ conference/ meeting business
 - d. All miscellaneous expenses must be documented with itemized receipts and an explanation.
9. Certain courtesy, entertainment or miscellaneous expenses, where deemed appropriate.