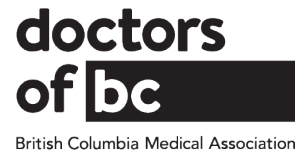


RURAL EDUCATION ACTION PLAN CLAIM FORM - Undergraduates



PLEASE TYPE OR PRINT

GENERAL INFORMATION		
NAME		PHONE #
ADDRESS		
CITY	POSTAL CODE	EMAIL
REAP payments will only be made by Direct Deposit to your bank account. Please attach a REAP direct deposit form to this claim form.		

CHECK ONE	PROGRAM YOU ARE CLAIMING FOR:	DATES MUST BE PROVIDED	
<input type="checkbox"/>	1. Rural Family Practice Clerkship - Undergraduate Rural Practice 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 "*" (Please refer to the reverse of this form for expense guidelines)*

HOUSING ALLOWANCE (STIPEND)	\$250	x _____ weeks	\$
TRAVEL			
RSA Community: _____			
a) Automobile Travel _____ KM @ \$0.52 per kilometer (Mileage receipts not required)	\$	_____	
b) Ferry / Toll * (copies of receipts required)	\$	_____	
c) Airfare * (not to exceed economy airfare – copies of receipts required)	\$	_____	
Note: Travel expenses will be reimbursed to a maximum \$800/rotation towards one (1) round trip to the RSA training community.			
Add lines a, b & c ▶			\$

TOTAL AMOUNT REQUESTED ▶	\$
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Are you receiving funding for this program from another source YES NO *If YES, please attach details to this form.*

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 & EXPENSE RECEIPTS TO THE DOCTORS OF BC BY EMAIL, MAIL OR FAX

RURAL EDUCATION ACTION PLAN REAP GENERAL GUIDELINES

1. EXPENSES

Funds for housing allowance (stipend) and/or travel will be provided upon receipt of a completed claim form.

- **ACCOMMODATION & MEALS** – Receipts are not required for these expenses. The housing allowance (stipend) grant is intended to cover the costs of these incurred expenses.
- **TRANSPORTATION** – Travel expenses are defined as transportation to and from your rotation location. Only one (1) round trip to the assigned RSA training community is allowed. Eligible expenses in this category include all forms of transportation, including car rental, taxi, etc. not to exceed a maximum of \$800/rotation. Air travel is not to exceed economy airfare. Receipts are required for all transportation (excluding mileage reimbursement). Ground transportation will be reimbursed at the rate of .52cents per km. Please provide photocopies of your expense receipts, as originals will not be returned.

2. DEADLINE

All claims must be submitted no later than 90 days after completion of training. Any unclaimed funds after this date will be forfeited.

3. PAYMENT

REAP payments will only be made via direct deposit. A REAP Direct Deposit form must be completed.

4. INCOME TAX

REAP payments are considered to be a taxable benefit and as such, a T4A will be issued. Social insurance numbers are required for this purpose. Note that you may claim educational costs as a deduction for income tax purposes. Please contact your tax advisor for further details.